



# Defense Travel Management Office



# WELCOME

## D-120

# DTA Maintenance Tool People





# DTS D-120 Class Overview

**Topic:** DTA Maintenance Tool - People

**Time:** Approximately 60 minutes

**Target Audience:**

Lead Defense Travel Administrators (LDTA) and  
Organization Defense Travel Administrators (ODTA)

**Pre-Requisites:**

D-100: DTA Maintenance Tool - Overview

**Series of Classes:**

D-100: DTA Maintenance Tool - Overview

D-105: DTA Maintenance Tool - Organizations

D-110: DTA Maintenance Tool - Groups

D-115: DTA Maintenance Tool - Routing Lists





# TECHNICAL ISSUES?

- **AUDIO GAPS**
- **SLOW SCREEN CHANGES**
- **DISCONNECTS**

- ✓ ***Exit class***
- ✓ ***Close all other software applications***
- ✓ ***Log back into class***
- ✓ ***Check with local IT staff***

***If problem persists call the DISA Help Desk***





# ATTENDANCE CREDIT



**SELECT: *GUEST***

**ENTER: *FULL NAME + SERVICE/AGENCY  
INITIALS***

Acrobat® Connect™ Professional

## F-205 Advanced CBA Reconciliation

☒ Enter as a Guest

Type your name:

***Helen  
Smith/DTMO***

Enter Room

☐ Enter with your login and password



You are accessing a U.S. Government (USG) Information System (IS) that is provided for USG-authorized use only. By using this IS (which includes any device attached to this IS), you consent to the following conditions: -The USG routinely intercepts and monitors communications on this IS for purposes including, but not limited to, penetration testing, COMSEC monitoring, network operations and defense, personnel misconduct (PM), law enforcement (LE), and counterintelligence (CI) investigations. -At any time, the USG may



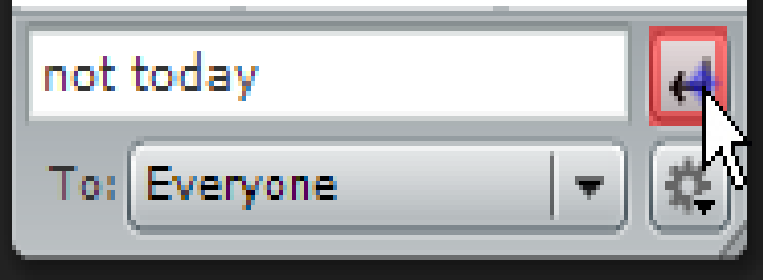


# COMMUNICATING IN CLASS



**Jacquie Beck - guest:**

(3/11/2008 15:19) Hi Mike, Are you covering bandwidth best practices today?







# TRAINING OBJECTIVES

- **Create Profile (User vs. User/Traveler)**
- **Search**
- **Update**
- **Reassign**
- **Detach, Delete, Receive**
- **View Groups**
- **View Dependents**
- **View Person Lists**





# DTA Administrative Process

1. ESTABLISH ORGANIZATIONS
2. CREATE/NAME ROUTING LISTS
3. CREATE/NAME GROUPS AND ESTABLISH GLOBAL GROUP MEMBERSHIP
4. ESTABLISH PERSONAL INFORMATION
5. COMPLETE ROUTING LIST DETAILS
6. ASSIGN INDIVIDUAL GROUP MEMBERSHIP
7. SET UP LINES OF ACCOUNTING (LOA)
8. ESTABLISH BUDGETS
9. GENERATE REPORTS



Logged In As: **Carol Green**

[Help for this screen](#)



# Defense Travel System

A New Era of Government Travel

[Logoff](#)

- Official Travel ▾
- Official Travel - Others ▾
- Traveler Setup ▾
- Reports ▾
- Administrative ▾

## Welcome Carol Green

Organization: DM2MD  
 Org Access: DM2MD  
 Group Access: 2MDGP  
 Permission: 0,1,2,3,4,5,6

Documents Awaiting Your Approval --> [Click Here](#)

### My Signed Documents

Document Name	Current Status	Departure Date	Type
No documents found.			

### Message Center

[Back to Top](#)



Logged In As: **Carol Green**[Help for this screen](#)

## Defense Travel System

A New Era of Government Travel

[Logoff](#)[Official Travel](#) [Official Travel - Others](#) [Traveler Setup](#) [Reports](#) [Administrative](#)[Self Registration Admin](#)[DTA Maintenance Tool](#)[Budget](#)[Route & Review](#)[Calculate Distance](#)

### Welcome Carol Green

Organization: DM2MD  
Org Access: DM2MD  
Group Access: 2MDGP  
Permission: 0,1,2,3,4,5,6

[Document](#) --> [Click Here](#)[My Signed](#)

Document Name	Current Status	Departure Date	Type
No documents found.			

### Message Center

[Back to Top](#)





## Defense Travel System

A New Era of Government Travel

User Name: **Carol Green**  
Organization Access: DM2MD  
Group Access: DM2MD - 2MDGP  
Permission: 0, 1, 2, 3, 4, 5, 6  
Run Date: January 14, 2008 - 15:14 EST

Screen ID: 7000.1

[DTA Home](#) | [Help for this Screen](#) | [Logout](#)**DTA Maintenance**

DTA Tools:

DTA Maintenance Home ▾

&lt;&lt; Select an option from the DTA Tools dropdown.

### Welcome to the DTA Maintenance Tool

This tool provides authorized DTAs with the ability to create and modify organizations, routing lists, groups, people, and lines of accounting (LOAs). Please select an option from the DTA Tools dropdown menu above.

### Your Maintenance Tool Permissions:

- You have the proper permissions to edit organizations
- You have the proper permissions to edit routing lists
- You have the proper permissions to edit groups
- You have the proper permissions to edit people
- You have the proper permissions to edit lines of accounting (LOAs)
- You have the proper permissions to edit permissions.
- You do **NOT** have the proper permissions access MIS
- You do **NOT** have the proper permissions access ROA





## Defense Travel System

A New Era of Government Travel

User Name: **Carol Green**  
Organization Access: DM2MD  
Group Access: DM2MD - 2MDGP  
Permission: 0, 1, 2, 3, 4, 5, 6  
Run Date: January 14, 2008 - 15:16 EST

Screen ID: 7000.1

[DTA Home](#) | [Help for this Screen](#) | [Logout](#)**DTA Maintenance****DTA Tools:**

DTA Maintenance Home ▾

&lt;&lt; Select an option from the DTA Tools dropdown.

DTA Maintenance Home  
Organizations  
Routing Lists  
Groups  
People  
Lines of Accounting  
Accession Travel

### Welcome to the DTA Maintenance Tool

This tool provides users with the ability to create and modify organizations, routing lists, groups, people, and lines of accounting. Select an option from the DTA Tools dropdown menu above.

### Your Maintenance Tool Permissions:

- You have the proper permissions to edit organizations
- You have the proper permissions to edit routing lists
- You have the proper permissions to edit groups
- You have the proper permissions to edit people
- You have the proper permissions to edit lines of accounting (LOAs)
- You have the proper permissions to edit permissions.
- You do **NOT** have the proper permissions access MIS
- You do **NOT** have the proper permissions access ROA





User Name: **Carol Green**  
Organization Access: DM2MD  
Group Access: DM2MD - 2MDGP  
Permission: 0, 1, 2, 3, 4, 5, 6  
Run Date: January 15, 2008 - 13:46 EST

Screen ID: 7600.1

[DTA Home](#) | [Help for this Screen](#) | [Logout](#)**DTA Maintenance**

DTA Tools:

People

[Search People](#) | [Create Person](#) | [Receive Person](#) | [View Person Lists](#)**Search People**

\* Required

Organization Name: \* DM2MD ☐ --Include Sub-Organizations

Person Type: \* All

SSN: Last Name: First Name: 

Organization Access:

Permission Level:

**Search**





## Defense Travel System

A New Era of Government Travel

User Name: **Carol Green**  
Organization Access: DM2MD  
Group Access: DM2MD - 2MDGP  
Permission: 0, 1, 2, 3, 4, 5, 6  
Run Date: January 16, 2008 - 15:08 EST

Screen ID: 7602.1

[DTA Home](#) | [Help for this Screen](#) | [Logout](#)**DTA Maintenance**

DTA Tools:

People

[Search People](#) | [Create Person](#) | [Receive Person](#) | [View Person Lists](#)

### Create Person

\* Required

SSN: \*

Is this person going to travel?: \* ☐ Yes ☐ No[Continue](#)[Cancel](#)





## Defense Travel System

A New Era of Government Travel

User Name: **Carol Green**  
Organization Access: DM2MD  
Group Access: DM2MD - 2MDGP  
Permission: 0, 1, 2, 3, 4, 5, 6  
Run Date: January 16, 2008 - 15:08 EST

Screen ID: 7602.1

[DTA Home](#) | [Help for this Screen](#) | [Logout](#)**DTA Maintenance**

DTA Tools:

People

[Search People](#) | [Create Person](#) | [Receive Person](#) | [View Person Lists](#)

### Create Person

\* Required

SSN: \* Is this person going to travel?: \* ☐ Yes ☒ No





## Defense Travel System

A New Era of Government Travel

User Name: **Carol Green**  
Organization Access: DM2MD  
Group Access: DM2MD - 2MDGP  
Permission: 0, 1, 2, 3, 4, 5, 6  
Run Date: January 15, 2008 - 17:25 EST

Screen ID: 7602.1

[DTA Home](#) | [Help for this Screen](#) | [Logout](#)**DTA Maintenance**

DTA Tools:

People

[Search People](#) | [Create Person](#) | [Receive Person](#) | [View Person Lists](#)

### Create Person

\* Required

SSN: \* Is this person going to travel?: \* ☐ Yes ☒ No





# Defense Travel System

A New Era of Government Travel

User Name: **Carol Green**  
Organization Access: DM2MD  
Group Access: DM2MD - 2MDGP  
Permission: 0, 1, 2, 3, 4, 5, 6  
Run Date: January 16, 2008 - 13:56 EST

Screen ID: 7603.1

[DTA Home](#) | [Help for this Screen](#) | [Logout](#)**DTA Maintenance**

DTA Tools:

People

[Search People](#) | [Create Person](#) | [Receive Person](#) | [View Person Lists](#)**Create Person** (User Only)

\* Required

**Common Data**

SSN: XXXXX9567

First Name: \*

Middle Initial:

Last Name: \*

Organization Name: \*

DM2MD

Email:

**User Specific Data**

Organization Access: \*

No Org Access

Group Access:

None

--Organization Owner Name

--Group Name

Editable Permission Level(s): \* ☐ 0 ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6

Approval Override: \* No

Manually Entered Transaction: \* ☐ Yes ☒ NoNon-DTS Entry Agent (T-Entered): \* ☐ Yes ☒ No

User ID: DEFAULT

[Reset User ID](#)[Save Person](#)[Cancel](#)





## Defense Travel System

A New Era of Government Travel

User Name: **Carol Green**  
Organization Access: DM2MD  
Group Access: DM2MD - 2MDGP  
Permission: 0, 1, 2, 3, 4, 5, 6  
Run Date: January 16, 2008 - 13:56 EST

Screen ID: 7603.1

[DTA Home](#) | [Help for this Screen](#) | [Logout](#)**DTA Maintenance**

DTA Tools:

People

[Search People](#) | [Create Person](#) | [Receive Person](#) | [View Person Lists](#)

### Create Person (User Only)

\* Required

#### Common Data

SSN: XXXXX9567

First Name: \* Emily

Middle Initial:

Last Name: \*

Organization Name: \* DM2MD

Email:

#### User Specific Data

Organization Access: \* No Org Access

Group Access:

None

--Organization Owner Name

--Group Name

Editable Permission Level(s): \* ☐ 0 ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6

Approval Override: \* No

Manually Entered Transaction: \* ☐ Yes ☒ NoNon-DTS Entry Agent (T-Entered): \* ☐ Yes ☒ No

User ID: DEFAULT

[Reset User ID](#)[Save Person](#)[Cancel](#)





# Defense Travel System

A New Era of Government Travel

User Name: **Carol Green**  
Organization Access: DM2MD  
Group Access: DM2MD - 2MDGP  
Permission: 0, 1, 2, 3, 4, 5, 6  
Run Date: January 16, 2008 - 13:56 EST

Screen ID: 7603.1

[DTA Home](#) | [Help for this Screen](#) | [Logout](#)**DTA Maintenance**

DTA Tools:

People

[Search People](#) | [Create Person](#) | [Receive Person](#) | [View Person Lists](#)**Create Person** (User Only)

\* Required

**Common Data**

SSN: XXXXX9567

First Name: \* Emily

Middle Initial:

Last Name: \* Parkinson

Organization Name: \* DM2MD

Email:

**User Specific Data**

Organization Access: \* No Org Access

Group Access:

None

--Organization Owner Name

--Group Name

Editable Permission Level(s): \* ☐ 0 ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6

Approval Override: \* No

Manually Entered Transaction: \* ☐ Yes ☒ NoNon-DTS Entry Agent (T-Entered): \* ☐ Yes ☒ No

User ID: DEFAULT

[Reset User ID](#)[Save Person](#)[Cancel](#)





# Defense Travel System

A New Era of Government Travel

User Name: **Carol Green**  
Organization Access: DM2MD  
Group Access: DM2MD - 2MDGP  
Permission: 0, 1, 2, 3, 4, 5, 6  
Run Date: January 16, 2008 - 14:20 EST

Screen ID: 7603.1

[DTA Home](#) | [Help for this Screen](#) | [Logout](#)**DTA Maintenance**

DTA Tools:

People

[Search People](#) | [Create Person](#) | [Receive Person](#) | [View Person Lists](#)**Create Person** (User Only)

\* Required

**Common Data**

SSN: XXXXX9567

First Name: \* Emily

Middle Initial:

Last Name: \* Parkinson

Organization Name: \* DM2MD

Email:

DM2MD

DM2MD2RG

DM2MD6RG

DM2MD8RG

DM2MD8RG1BN

DM2MD8RG2BN

DM2MD8RG3BN

DM2MD9RG

DM2MD9RG1BN

DM2MD9RG2BN

Organization Access: \*

Group Access:

Editable Permission Level(s): \* ☐ 0 ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6

Approval Override: \* No

Manually Entered Transaction: \* ☐ Yes ☒ NoNon-DTS Entry Agent (T-Entered): \* ☐ Yes ☒ No

User ID: DEFAULT

[Reset User ID](#)[Save Person](#)[Cancel](#)





## Defense Travel System

A New Era of Government Travel

User Name: **Carol Green**  
Organization Access: DM2MD  
Group Access: DM2MD - 2MDGP  
Permission: 0, 1, 2, 3, 4, 5, 6  
Run Date: January 16, 2008 - 13:56 EST

Screen ID: 7603.1

[DTA Home](#) | [Help for this Screen](#) | [Logout](#)**DTA Maintenance**

DTA Tools:

People

[Search People](#) | [Create Person](#) | [Receive Person](#) | [View Person Lists](#)

### Create Person (User Only)

\* Required

#### Common Data

SSN: XXXXX9567

First Name: \* Emily

Middle Initial:

Last Name: \* Parkinson

Organization Name: \* DM2MD

Email:

#### User Specific Data

Organization Access: \* No Org Access

Group Access:

None

--Organization Owner Name

--Group Name

Editable Permission Level(s): \* ☐ 0 ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6

Approval Override: \* No

Manually Entered Transaction: \* ☐ Yes ☒ NoNon-DTS Entry Agent (T-Entered): \* ☐ Yes ☒ No

User ID: DEFAULT

[Reset User ID](#)[Save Person](#)[Cancel](#)





## Defense Travel System

A New Era of Government Travel

User Name: **Carol Green**  
Organization Access: DM2MD  
Group Access: DM2MD - 2MDGP  
Permission: 0, 1, 2, 3, 4, 5, 6  
Run Date: January 16, 2008 - 14:20 EST

Screen ID: 7603.1

[DTA Home](#) | [Help for this Screen](#) | [Logout](#)**DTA Maintenance**

DTA Tools:

People

[Search People](#) | [Create Person](#) | [Receive Person](#) | [View Person Lists](#)

### Create Person (User Only)

\* Required

#### Common Data

SSN: XXXXX9567

First Name: \* Emily

Middle Initial:

Last Name: \* Parkinson

Organization Name: \* DM2MD

Email: emily.parkinson@usmc.mil

#### User Specific Data

Organization Access: \* No Org Access

Group Access:

None

--Organization Owner Name

--Group Name

Editable Permission Level(s): \* ☐ 0 ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6

Approval Override: \* No

Manually Entered Transaction: \* ☐ Yes ☒ NoNon-DTS Entry Agent (T-Entered): \* ☐ Yes ☒ No

User ID: DEFAULT

[Reset User ID](#)[Save Person](#)[Cancel](#)





# Defense Travel System

A New Era of Government Travel

User Name: **Carol Green**  
Organization Access: DM2MD  
Group Access: DM2MD - 2MDGP  
Permission: 0, 1, 2, 3, 4, 5, 6  
Run Date: January 16, 2008 - 14:20 EST

Screen ID: 7603.1

[DTA Home](#) | [Help for this Screen](#) | [Logout](#)**DTA Maintenance**

DTA Tools:

People

[Search People](#) | [Create Person](#) | [Receive Person](#) | [View Person Lists](#)**Create Person** (User Only)

\* Required

**Common Data**

SSN: XXXXX9567

First Name: \* Emily

Middle Initial:

Last Name: \* Parkinson

Organization Name: \* DM2MD

Email: emily.parkinson@usmc.mil

**User Specific Data**

Organization Access: \* No Org Access

Group Access:

Editable Permission Level(s): \*

Approval Override: \*

Manually Entered Transaction: \*

Non-DTS Entry Agent (T-Entered): \*

User ID:

No Org Access

DM2MD

DM2MD2RG

DM2MD6RG

DM2MD8RG

DM2MD8RG1BN

DM2MD8RG2BN

DM2MD8RG3BN

DM2MD9RG

DM2MD9RG1BN

DM2MD9RG2BN

--Organization Owner Name

--Group Name

3 ☐ 4 ☐ 5 ☐ 6

User ID

Save Person

Cancel





## Defense Travel System

A New Era of Government Travel

User Name: **Carol Green**  
Organization Access: DM2MD  
Group Access: DM2MD - 2MDGP  
Permission: 0, 1, 2, 3, 4, 5, 6  
Run Date: January 16, 2008 - 14:20 EST

Screen ID: 7603.1

[DTA Home](#) | [Help for this Screen](#) | [Logout](#)**DTA Maintenance**

DTA Tools:

People

[Search People](#) | [Create Person](#) | [Receive Person](#) | [View Person Lists](#)

### Create Person (User Only)

\* Required

#### Common Data

SSN: XXXXX9567

First Name: \* Emily

Middle Initial:

Last Name: \* Parkinson

Organization Name: \* DM2MD

Email: emily.parkinson@usmc.mil

#### User Specific Data

Organization Access: \* DM2MD

Group Access:

None

--Organization Owner Name

--Group Name

Editable Permission Level(s): \* ☐ 0 ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6

Approval Override: \* No

Manually Entered Transaction: \* ☐ Yes ☒ NoNon-DTS Entry Agent (T-Entered): \* ☐ Yes ☒ No

User ID: DEFAULT

[Reset User ID](#)[Save Person](#)[Cancel](#)





# Defense Travel System

A New Era of Government Travel

User Name: **Carol Green**  
Organization Access: DM2MD  
Group Access: DM2MD - 2MDGP  
Permission: 0, 1, 2, 3, 4, 5, 6  
Run Date: January 16, 2008 - 14:20 EST

Screen ID: 7603.1

[DTA Home](#) | [Help for this Screen](#) | [Logout](#)**DTA Maintenance**

DTA Tools:

People

[Search People](#) | [Create Person](#) | [Receive Person](#) | [View Person Lists](#)**Create Person** (User Only)

\* Required

**Common Data**

SSN: XXXXX9567

First Name: \* Emily

Middle Initial:

Last Name: \* Parkinson

Organization Name: \* DM2MD

Email: emily.parkinson@usmc.mil

**User Specific Data**

Organization Access: \* DM2MD

Group Access:

DM2MD

--Organization Owner Name

--Group Name

Editable Permission Level(s): \*

DM2MD2RG

DM2MD6RG

DM2MD8RG

Approval Override: \*

Manually Entered Transaction: \*

Non-DTS Entry Agent (T-Entered): \*

User ID:

DM2MD9RG

DM2MD9RG1BN

DM2MD9RG2BN

User ID

Cancel





## Defense Travel System

A New Era of Government Travel

User Name: **Carol Green**  
Organization Access: DM2MD  
Group Access: DM2MD - 2MDGP  
Permission: 0, 1, 2, 3, 4, 5, 6  
Run Date: January 16, 2008 - 14:26 EST

Screen ID: 7603.1

[DTA Home](#) | [Help for this Screen](#) | [Logout](#)**DTA Maintenance**

DTA Tools:

People

[Search People](#) | [Create Person](#) | [Receive Person](#) | [View Person Lists](#)

### Create Person (User Only)

\* Required

#### Common Data

SSN: XXXXX9567

First Name: \* Emily

Middle Initial:

Last Name: \* Parkinson

Organization Name: \* DM2MD

Email: emily.parkinson@usmc.mil

#### User Specific Data

Organization Access: \* DM2MD

Group Access: DM2MD

None

--Organization Owner Name

--Group Name

Editable Permission Level(s): \* ☐ 0 ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6

Approval Override: \* No

Manually Entered Transaction: \* ☐ Yes ☒ NoNon-DTS Entry Agent (T-Entered): \* ☐ Yes ☒ No

User ID: DEFAULT

[Reset User ID](#)[Save Person](#)[Cancel](#)





# Defense Travel System

A New Era of Government Travel

User Name: **Carol Green**  
Organization Access: DM2MD  
Group Access: DM2MD - 2MDGP  
Permission: 0, 1, 2, 3, 4, 5, 6  
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[DTA Home](#) | [Help for this Screen](#) | [Logout](#)**DTA Maintenance**

DTA Tools:

People

[Search People](#) | [Create Person](#) | [Receive Person](#) | [View Person Lists](#)

## Create Person (User Only)

\* Required

### Common Data

SSN: XXXXX9567

First Name: \* Emily

Middle Initial:

Last Name: \* Parkinson

Organization Name: \* DM2MD

Email: emily.parkinson@usmc.mil

### User Specific Data

Organization Access: \* DM2MD

Group Access: DM2MD --Organization Owner Name  
None --Group NameEditable Permission Level(s): \* None 2 3 4 5 6  
2MDGP

Approval Override: \* AFGP

Manually Entered Transaction: \* ☐ Yes ☒ NoNon-DTS Entry Agent (T-Entered): \* ☐ Yes ☒ NoUser ID: DEFAULT [Reset User ID](#)[Save Person](#)[Cancel](#)





# Defense Travel System

A New Era of Government Travel

User Name: **Carol Green**  
Organization Access: DM2MD  
Group Access: DM2MD - 2MDGP  
Permission: 0, 1, 2, 3, 4, 5, 6  
Run Date: January 16, 2008 - 14:26 EST

Screen ID: 7603.1

[DTA Home](#) | [Help for this Screen](#) | [Logout](#)**DTA Maintenance**

DTA Tools:

People

[Search People](#) | [Create Person](#) | [Receive Person](#) | [View Person Lists](#)

## Create Person (User Only)

\* Required

### Common Data

SSN: XXXXX9567

First Name: \* Emily

Middle Initial:

Last Name: \* Parkinson

Organization Name: \* DM2MD

Email: emily.parkinson@usmc.mil

### User Specific Data

Organization Access: \* DM2MD

Group Access: DM2MD

2MDGP

--Organization Owner Name

--Group Name

Editable Permission Level(s): \* ☒ 0 ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6

Approval Override: \* No

Manually Entered Transaction: \* ☐ Yes ☒ NoNon-DTS Entry Agent (T-Entered): \* ☐ Yes ☒ No

User ID: DEFAULT

[Reset User ID](#)[Save Person](#)[Cancel](#)





# Defense Travel System

A New Era of Government Travel

User Name: **Carol Green**  
Organization Access: DM2MD  
Group Access: DM2MD - 2MDGP  
Permission: 0, 1, 2, 3, 4, 5, 6  
Run Date: January 16, 2008 - 14:26 EST

Screen ID: 7603.1

[DTA Home](#) | [Help for this Screen](#) | [Logout](#)**DTA Maintenance**

DTA Tools:

People

[Search People](#) | [Create Person](#) | [Receive Person](#) | [View Person Lists](#)**Create Person** (User Only)

\* Required

**Common Data**

SSN: XXXXX9567

First Name: \* Emily

Middle Initial:

Last Name: \* Parkinson

Organization Name: \* DM2MD

Email: emily.parkinson@usmc.mil

**User Specific Data**

Organization Access: \* DM2MD

Group Access: DM2MD  
2MDGP

--Organization Owner Name

--Group Name

Editable Permission Level(s): \* ☒ 0 ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6

Approval Override: \* No

Manually Entered Transaction: \* ☐ Yes ☒ NoNon-DTS Entry Agent (T-Entered): \* ☐ Yes ☒ NoUser ID: DEFAULT [Reset User ID](#)[Save Person](#)[Cancel](#)





# Defense Travel System

A New Era of Government Travel

User Name: **Carol Green**  
Organization Access: DM2MD  
Group Access: DM2MD - 2MDGP  
Permission: 0, 1, 2, 3, 4, 5, 6  
Run Date: January 16, 2008 - 14:26 EST

Screen ID: 7603.1

[DTA Home](#) | [Help for this Screen](#) | [Logout](#)**DTA Maintenance**

DTA Tools:

People

[Search People](#) | [Create Person](#) | [Receive Person](#) | [View Person Lists](#)**Create Person** (User Only)

\* Required

**Common Data**

SSN: XXXXX9567

First Name: \* Emily

Middle Initial:

Last Name: \* Parkinson

Organization Name: \* DM2MD

Email: emily.parkinson@usmc.mil

**User Specific Data**

Organization Access: \* DM2MD

Group Access:

DM2MD

2MDGP

--Organization Owner Name

--Group Name

Editable Permission Level(s): \* ☒ 0 ☒ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6

Approval Override: \* No

Manually Entered Transaction: \* ☐ Yes ☒ NoNon-DTS Entry Agent (T-Entered): \* ☐ Yes ☒ No

User ID: DEFAULT

[Reset User ID](#)[Save Person](#)[Cancel](#)





# Defense Travel System

A New Era of Government Travel

User Name: **Carol Green**  
Organization Access: DM2MD  
Group Access: DM2MD - 2MDGP  
Permission: 0, 1, 2, 3, 4, 5, 6  
Run Date: January 16, 2008 - 14:26 EST

Screen ID: 7603.1

[DTA Home](#) | [Help for this Screen](#) | [Logout](#)**DTA Maintenance**

DTA Tools:

People

[Search People](#) | [Create Person](#) | [Receive Person](#) | [View Person Lists](#)**Create Person** (User Only)

\* Required

**Common Data**

SSN: XXXXX9567

First Name: \* Emily

Middle Initial:

Last Name: \* Parkinson

Organization Name: \* DM2MD

Email: emily.parkinson@usmc.mil

**User Specific Data**

Organization Access: \* DM2MD

Group Access: DM2MD  
2MDGP

--Organization Owner Name

--Group Name

Editable Permission Level(s): \* ☒ 0 ☒ 1 ☒ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6

Approval Override: \* No

Manually Entered Transaction: \* ☐ Yes ☒ NoNon-DTS Entry Agent (T-Entered): \* ☐ Yes ☒ NoUser ID: DEFAULT [Reset User ID](#)[Save Person](#)[Cancel](#)





## Defense Travel System

A New Era of Government Travel

User Name: **Carol Green**  
Organization Access: DM2MD  
Group Access: DM2MD - 2MDGP  
Permission: 0, 1, 2, 3, 4, 5, 6  
Run Date: January 16, 2008 - 14:26 EST

Screen ID: 7603.1

[DTA Home](#) | [Help for this Screen](#) | [Logout](#)**DTA Maintenance**

DTA Tools:

People

[Search People](#) | [Create Person](#) | [Receive Person](#) | [View Person Lists](#)

### Create Person (User Only)

\* Required

#### Common Data

SSN: XXXXX9567

First Name: \* Emily

Middle Initial:

Last Name: \* Parkinson

Organization Name: \* DM2MD

Email: emily.parkinson@usmc.mil

#### User Specific Data

Organization Access: \* DM2MD

Group Access: DM2MD --Organization Owner Name

2MDGP --Group Name

Editable Permission Level(s): \* ☒ 0 ☒ 1 ☒ 2 ☐ 3 ☐ 4 ☒ 5 ☐ 6

Approval Override: \* No

Manually Entered Transaction: \* ☐ Yes ☒ NoNon-DTS Entry Agent (T-Entered): \* ☐ Yes ☒ No

User ID: DEFAULT

[Reset User ID](#)[Save Person](#)[Cancel](#)





## Defense Travel System

A New Era of Government Travel

User Name: **Carol Green**  
Organization Access: DM2MD  
Group Access: DM2MD - 2MDGP  
Permission: 0, 1, 2, 3, 4, 5, 6  
Run Date: January 16, 2008 - 14:28 EST

Screen ID: 7601.1

[DTA Home](#) | [Help for this Screen](#) | [Logout](#)**DTA Maintenance**

DTA Tools:

People

[Search People](#) | [Create Person](#) | [Receive Person](#) | [View Person Lists](#)

### People (Search Results)

Organization Name:

SSN: XXXXX9567

Permission Level:

Include Sub-Organizations: **No**

Last Name:

Person Type: **User**

Organization Access:

First Name:

<a href="#">Update</a> <a href="#">Detach</a> <a href="#">Delete</a> <a href="#">View Group(s)</a> <a href="#">View Dependents</a>	Name: Parkinson, Emily	SSN: XXXXX9567	Organization: DM2MD
		Permission: 0, 1, 2, 5	Organization Access: DM2MD
		Rank:	Group Access: DM2MD 2MDGP

1 - 1 of 1





## Defense Travel System

A New Era of Government Travel

User Name: **Carol Green**  
Organization Access: DM2MD  
Group Access: DM2MD - 2MDGP  
Permission: 0, 1, 2, 3, 4, 5, 6  
Run Date: January 16, 2008 - 15:18 EST

Screen ID: 7602.1

[DTA Home](#) | [Help for this Screen](#) | [Logout](#)**DTA Maintenance**

DTA Tools:

People

[Search People](#) | [Create Person](#) | [Receive Person](#) | [View Person Lists](#)

### Create Person

\* Required

SSN: \*

Is this person going to travel?: \* ☐ Yes ☐ No[Continue](#)[Cancel](#)





## Defense Travel System

A New Era of Government Travel

User Name: **Carol Green**  
Organization Access: DM2MD  
Group Access: DM2MD - 2MDGP  
Permission: 0, 1, 2, 3, 4, 5, 6  
Run Date: January 16, 2008 - 15:18 EST

Screen ID: 7602.1

[DTA Home](#) | [Help for this Screen](#) | [Logout](#)**DTA Maintenance**

DTA Tools:

People

[Search People](#) | [Create Person](#) | [Receive Person](#) | [View Person Lists](#)

### Create Person

\* Required

SSN: \* 564841387

Is this person going to travel?: \* ☒ Yes ☐ No[Continue](#)[Cancel](#)





## Defense Travel System

A New Era of Government Travel

User Name: **Carol Green**  
Organization Access: DM2MD  
Group Access: DM2MD - 2MDGP  
Permission: 0, 1, 2, 3, 4, 5, 6  
Run Date: January 16, 2008 - 15:18 EST

Screen ID: 7602.1

[DTA Home](#) | [Help for this Screen](#) | [Logout](#)**DTA Maintenance**

DTA Tools:

People

[Search People](#) | [Create Person](#) | [Receive Person](#) | [View Person Lists](#)

### Create Person

\* Required

SSN: \* 564841387

Is this person going to travel?: \* ☒ Yes ☐ No[Continue](#)[Cancel](#)





## Defense Travel System

A New Era of Government Travel

User Name: **Carol Green**  
Organization Access: DM2MD  
Group Access: DM2MD - 2MDGP  
Permission: 0, 1, 2, 3, 4, 5, 6  
Run Date: January 16, 2008 - 15:22 EST

Screen ID: 7604.1

[DTA Home](#) | [Help for this Screen](#) | [Logout](#)**DTA Maintenance**

DTA Tools:

People

[Search People](#) | [Create Person](#) | [Receive Person](#) | [View Person Lists](#)

### Create Person (User / Traveler)

\* Required

#### Common Data

SSN: XXXXX1387

First Name: \*

Middle Initial:

Last Name: \*

Organization Name: \* DM2MD

Email:

#### User Specific Data

Organization Access: \* No Org Access

Group Access: --Organization Owner Name

None --Group Name

Editable Permission Level(s): \* ☐ 0 ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6

Approval Override: \* No

Manually Entered Transaction: \* ☐ Yes ☒ NoNon-DTS Entry Agent (T-Entered): \* ☐ Yes ☒ NoSelf-AO Approval: \* ☐ Yes ☒ NoUser ID: DEFAULT [Reset User ID](#)





## Defense Travel System

A New Era of Government Travel

User Name: **Carol Green**  
Organization Access: DM2MD  
Group Access: DM2MD - 2MDGP  
Permission: 0, 1, 2, 3, 4, 5, 6  
Run Date: January 16, 2008 - 15:22 EST

Screen ID: 7604.1

[DTA Home](#) | [Help for this Screen](#) | [Logout](#)**DTA Maintenance**

DTA Tools:

People

[Search People](#) | [Create Person](#) | [Receive Person](#) | [View Person Lists](#)

### Create Person (User / Traveler)

\* Required

#### Common Data

SSN: XXXXX1387

First Name: \* Kathy

Middle Initial:

Last Name: \*

Organization Name: \* DM2MD

Email:

#### User Specific Data

Organization Access: \* No Org Access

Group Access:

None

--Organization Owner Name

--Group Name

Editable Permission Level(s): \* ☐ 0 ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6

Approval Override: \* No

Manually Entered Transaction: \* ☐ Yes ☒ NoNon-DTS Entry Agent (T-Entered): \* ☐ Yes ☒ NoSelf-AO Approval: \* ☐ Yes ☒ No

User ID: DEFAULT

[Reset User ID](#)

#### General Traveler Data





## Defense Travel System

A New Era of Government Travel

User Name: **Carol Green**  
Organization Access: DM2MD  
Group Access: DM2MD - 2MDGP  
Permission: 0, 1, 2, 3, 4, 5, 6  
Run Date: January 16, 2008 - 15:22 EST

Screen ID: 7604.1

[DTA Home](#) | [Help for this Screen](#) | [Logout](#)**DTA Maintenance**

DTA Tools:

People

[Search People](#) | [Create Person](#) | [Receive Person](#) | [View Person Lists](#)

### Create Person (User / Traveler)

\* Required

#### Common Data

SSN: XXXXX1387

First Name: \* Kathy

Middle Initial:

Last Name: \* Summers

Organization Name: \* DM2MD

Email:

#### User Specific Data

Organization Access: \* No Org Access

Group Access:

None

--Organization Owner Name

--Group Name

Editable Permission Level(s): \* ☐ 0 ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6

Approval Override: \* No

Manually Entered Transaction: \* ☐ Yes ☒ NoNon-DTS Entry Agent (T-Entered): \* ☐ Yes ☒ NoSelf-AO Approval: \* ☐ Yes ☒ No

User ID: DEFAULT

[Reset User ID](#)

#### General Traveler Data





## Defense Travel System

A New Era of Government Travel

User Name: **Carol Green**  
Organization Access: DM2MD  
Group Access: DM2MD - 2MDGP  
Permission: 0, 1, 2, 3, 4, 5, 6  
Run Date: January 16, 2008 - 15:22 EST

Screen ID: 7604.1

[DTA Home](#) | [Help for this Screen](#) | [Logout](#)**DTA Maintenance**

DTA Tools:

People

[Search People](#) | [Create Person](#) | [Receive Person](#) | [View Person Lists](#)

### Create Person (User / Traveler)

\* Required

#### Common Data

SSN: XXXX1387

First Name: \* Kathy

Middle Initial:

Last Name: \* Summers

Organization Name: \* DM2MD

Email:

DM2MD  
DM2MD2RG

DM2MD6RG

DM2MD8RG

Organization Access: \*

DM2MD8RG1BN

DM2MD8RG2BN

DM2MD8RG3BN

Group Access:

DM2MD9RG

DM2MD9RG1BN

DM2MD9RG2BN

--Organization Owner Name

--Group Name

Editable Permission Level(s): \* ☐ 0 ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6

Approval Override: \* No

Manually Entered Transaction: \* ☐ Yes ☒ NoNon-DTS Entry Agent (T-Entered): \* ☐ Yes ☒ NoSelf-AO Approval: \* ☐ Yes ☒ No

User ID: DEFAULT

[Reset User ID](#)

#### General Traveler Data





## Defense Travel System

A New Era of Government Travel

User Name: **Carol Green**  
Organization Access: DM2MD  
Group Access: DM2MD - 2MDGP  
Permission: 0, 1, 2, 3, 4, 5, 6  
Run Date: January 16, 2008 - 15:28 EST

Screen ID: 7604.1

[DTA Home](#) | [Help for this Screen](#) | [Logout](#)**DTA Maintenance**

DTA Tools:

People

[Search People](#) | [Create Person](#) | [Receive Person](#) | [View Person Lists](#)

### Create Person (User / Traveler)

\* Required

#### Common Data

SSN: XXXXX1387

First Name: \* Kathy

Middle Initial:

Last Name: \* Summers

Organization Name: \* DM2MD2RG

Email:

#### User Specific Data

Organization Access: \* No Org Access

Group Access:

None

--Organization Owner Name

--Group Name

Editable Permission Level(s): \* ☐ 0 ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6

Approval Override: \* No

Manually Entered Transaction: \* ☐ Yes ☒ NoNon-DTS Entry Agent (T-Entered): \* ☐ Yes ☒ NoSelf-AO Approval: \* ☐ Yes ☒ No

User ID: DEFAULT

[Reset User ID](#)

#### General Traveler Data





# Defense Travel System

A New Era of Government Travel

User Name: **Carol Green**  
Organization Access: DM2MD  
Group Access: DM2MD - 2MDGP  
Permission: 0, 1, 2, 3, 4, 5, 6  
Run Date: January 16, 2008 - 15:28 EST

Screen ID: 7604.1

[DTA Home](#) | [Help for this Screen](#) | [Logout](#)**DTA Maintenance**

DTA Tools:

People

[Search People](#) | [Create Person](#) | [Receive Person](#) | [View Person Lists](#)**Create Person** (User / Traveler)

\* Required

**Common Data**

SSN: XXXXX1387

First Name: \* Kathy

Middle Initial:

Last Name: \* Summers

Organization Name: \* DM2MD2RG

Email: kathy.summers@usmc.com

**User Specific Data**

Organization Access: \* No Org Access

Group Access:

None

--Organization Owner Name

--Group Name

Editable Permission Level(s): \* ☒ 0 ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6

Approval Override: \* No

Manually Entered Transaction: \* ☐ Yes ☒ NoNon-DTS Entry Agent (T-Entered): \* ☐ Yes ☒ NoSelf-AO Approval: \* ☐ Yes ☒ NoUser ID: DEFAULT [Reset User ID](#)**General Traveler Data**





## Defense Travel System

A New Era of Government Travel

User Name: **Carol Green**  
Organization Access: DM2MD  
Group Access: DM2MD - 2MDGP  
Permission: 0, 1, 2, 3, 4, 5, 6  
Run Date: January 16, 2008 - 15:28 EST

Screen ID: 7604.1

[DTA Home](#) | [Help for this Screen](#) | [Logout](#)**DTA Maintenance**

DTA Tools:

People

[Search People](#) | [Create Person](#) | [Receive Person](#) | [View Person Lists](#)

### Create Person (User / Traveler)

\* Required

#### Common Data

SSN: XXXXX1387

First Name: \* Kathy

Middle Initial:

Last Name: \* Summers

Organization Name: \* DM2MD2RG

Email: kathy.summers@usmc.com

#### User Specific Data

Organization Access: \* No Org Access

Group Access:

None

--Organization Owner Name

--Group Name

Editable Permission Level(s): \* ☒ 0 ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6

Approval Override: \* No

Manually Entered Transaction: \* ☐ Yes ☒ NoNon-DTS Entry Agent (T-Entered): \* ☐ Yes ☒ NoSelf-AO Approval: \* ☐ Yes ☒ NoUser ID: DEFAULT [Reset User ID](#)

#### General Traveler Data



## General Traveler Data

Civilian / Military: \* 

Title / Rank: \* You must select an option from the 'Civilian / Military' list.

Mailing Address Line 1: Mailing Address Line 2: City: State / Country:  Zip / Postal Code: Is mailing address same as residential address? ☐ Yes ☒ NoRouting List Name: Default LOA Label: 

## Personal Data

Gender: \* Resident Address Line 1: Resident Address Line 2: Resident City: Resident State / Country:  Resident Zip / Postal Code: Resident Phone Number: Emergency Contact Name: Emergency Contact Phone Number: 

## Duty Station Data

Printed Organization Name:



### General Traveler Data

Civilian / Military: \*    
Title / Rank: \*  Choose an option from the 'Civilian / Military' list.   
Mailing Address Line 1: \*    
Mailing Address Line 2:    
City: \*    
State / Country: \*     
Zip / Postal Code: \*    
Is mailing address same as residential address? ☐ Yes ☒ No   
Routing List Name: \*    
Default LOA Label:

### Personal Data

Gender: \*    
Resident Address Line 1:    
Resident Address Line 2:    
Resident City:    
Resident State / Country:     
Resident Zip / Postal Code:    
Resident Phone Number:    
Emergency Contact Name:    
Emergency Contact Phone Number:

### Duty Station Data

Printed Organization Name:



### General Traveler Data

Civilian / Military: \*

Title / Rank: \*

Mailing Address Line 1: \*

Mailing Address Line 2:

City: \*

State / Country: \*

Zip / Postal Code: \*

Is mailing address same as residential address? ☐ Yes ☒ No

Routing List Name: \*

Default LOA Label:

### Personal Data

Gender: \*

Resident Address Line 1:

Resident Address Line 2:

Resident City:

Resident State / Country:

Resident Zip / Postal Code:

Resident Phone Number:

Emergency Contact Name:

Emergency Contact Phone Number:

### Duty Station Data

Printed Organization Name:



General Traveler Data

Civilian / Military: \*

C - Civilian

Title / Rank: \*

Select One ...

Mailing Address Line 1: \*

Select One ...

Mailing Address Line 2:

GS-01

City: \*

GS-02

State / Country: \*

GS-03

Zip / Postal Code: \*

GS-04

Is mailing address same as residential address?

GS-05

Routing List Name: \*

GS-06

Default LOA Label:

GS-07

Gender: \*

GS-08

Resident Address Line 1:

GS-09

Resident Address Line 2:

GS-10

Resident City:

GS-11

Resident State / Country:

GS-12

Resident Zip / Postal Code:

GS-13

Resident Phone Number:

GS-14

Emergency Contact Name:

GS-15

Emergency Contact Phone Number:

GM-13

Resident Phone Number:

GM-14

Emergency Contact Name:

GM-15

Emergency Contact Phone Number:

ES-01

Resident Address Line 1:

ES-02

Resident Address Line 2:

ES-03

Resident City:

ES-04

Resident State / Country:

ES-05

Resident Zip / Postal Code:

ES-06

Resident Phone Number:

WG-01

Emergency Contact Name:

WG-02

Emergency Contact Phone Number:

WG-03

Resident Address Line 1:

WG-04

Resident Address Line 2:

WG-05

Resident City:

Resident State / Country:

Resident Zip / Postal Code:

Resident Phone Number:

Emergency Contact Name:

Emergency Contact Phone Number:

Duty Station Data

Printed Organization Name:



### General Traveler Data

Civilian / Military: \*

Title / Rank: \*

Mailing Address Line 1: \*

Mailing Address Line 2:

City: \*

State / Country: \*

Zip / Postal Code: \*

Is mailing address same as residential address? ☐ Yes ☒ No

Routing List Name: \*

Default LOA Label:

### Personal Data

Gender: \*

Resident Address Line 1:

Resident Address Line 2:

Resident City:

Resident State / Country:

Resident Zip / Postal Code:

Resident Phone Number:

Emergency Contact Name:

Emergency Contact Phone Number:

### Duty Station Data

Printed Organization Name:



### General Traveler Data

Civilian / Military: \* C - Civilian

Title / Rank: \* GS-05

Mailing Address Line 1: \* 2407 Florida Ave

Mailing Address Line 2:

City: \*

State / Country: \* Lookup

Zip / Postal Code: \*

Is mailing address same as residential address? ☐ Yes ☒ No

Routing List Name: \* Select One ...

Default LOA Label:

### Personal Data

Gender: \* N/A

Resident Address Line 1:

Resident Address Line 2:

Resident City:

Resident State / Country: \* Lookup

Resident Zip / Postal Code:

Resident Phone Number:

Emergency Contact Name:

Emergency Contact Phone Number:

### Duty Station Data

Printed Organization Name:



## General Traveler Data

Civilian / Military: *	<input type="text" value="C - Civilian"/>
Title / Rank: *	<input type="text" value="GS-05"/>
Mailing Address Line 1: *	<input type="text" value="2407 Florida Ave"/>
Mailing Address Line 2:	<input type="text"/>
City: *	<input type="text" value="Fairfax"/>
State / Country: *	<input type="text"/> <input type="button" value="Lookup"/>
Zip / Postal Code: *	<input type="text"/>
Is mailing address same as residential address?	<input type="radio"/> Yes <input checked="" type="radio"/> No
Routing List Name: *	<input type="text" value="Select One ..."/>
Default LOA Label:	<input type="text"/>

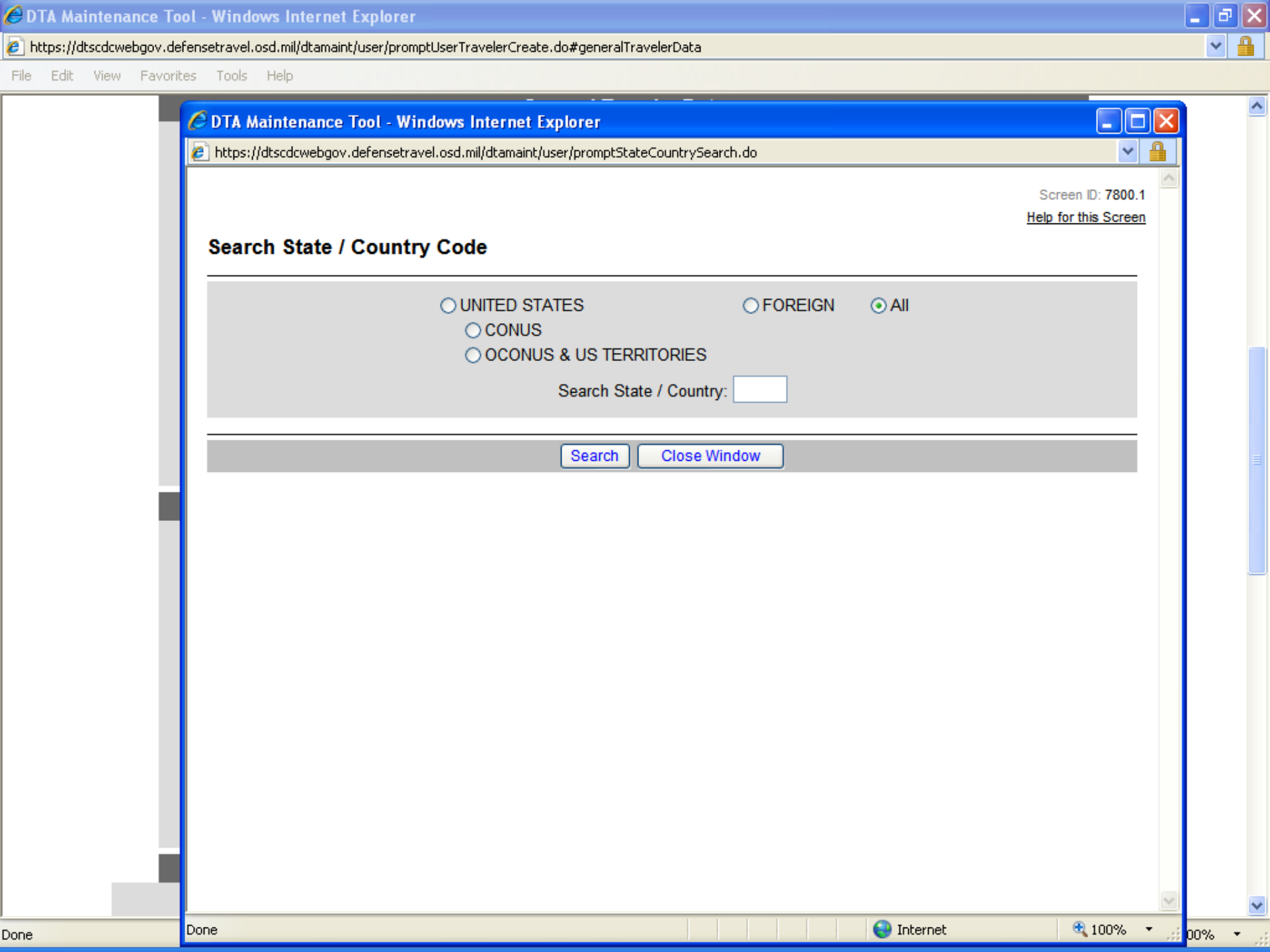
## Personal Data

Gender: *	<input type="text" value="N/A"/>
Resident Address Line 1:	<input type="text"/>
Resident Address Line 2:	<input type="text"/>
Resident City:	<input type="text"/>
Resident State / Country:	<input type="text"/> <input type="button" value="Lookup"/>
Resident Zip / Postal Code:	<input type="text"/>
Resident Phone Number:	<input type="text"/>
Emergency Contact Name:	<input type="text"/>
Emergency Contact Phone Number:	<input type="text"/>

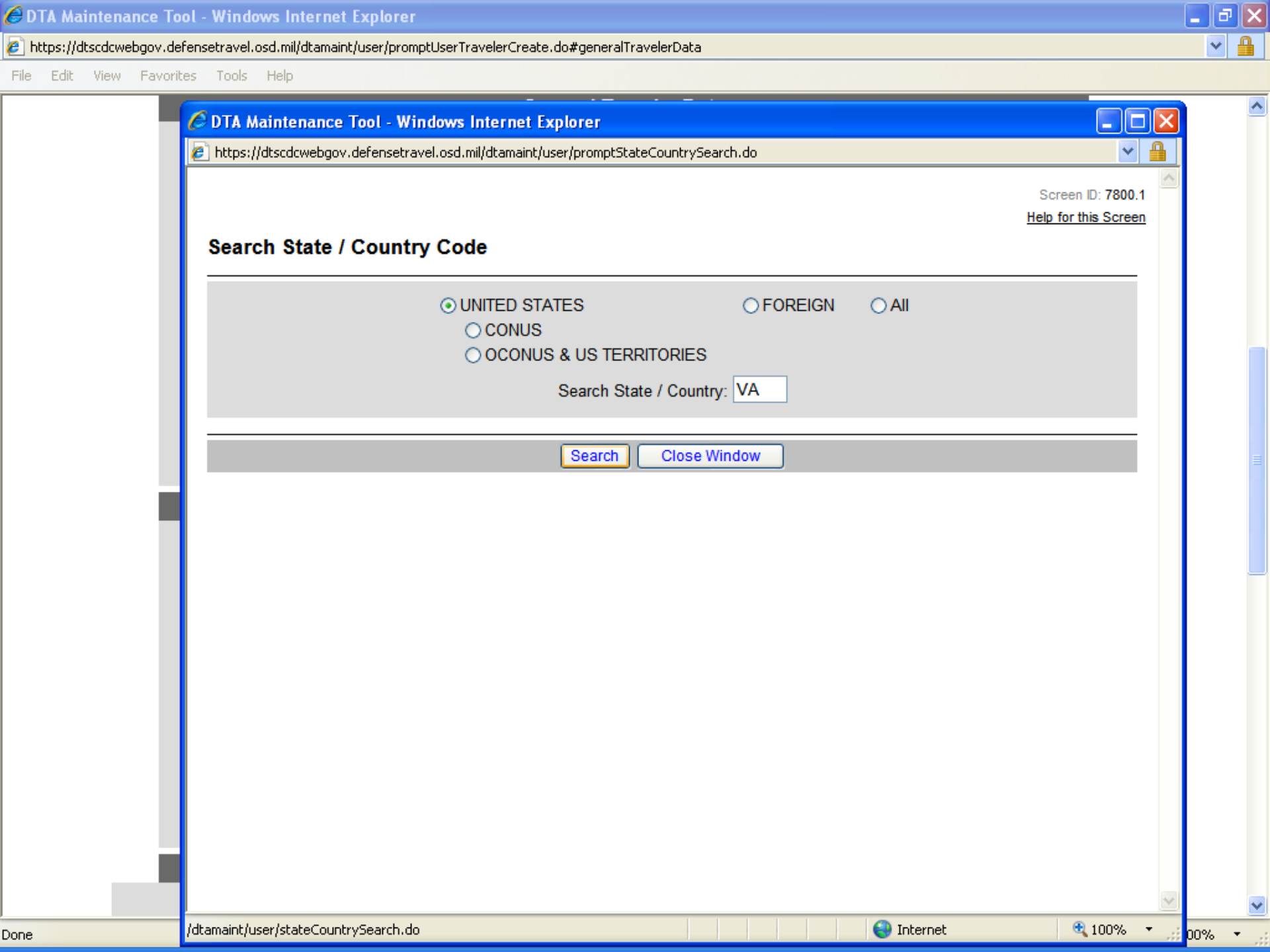
## Duty Station Data

Printed Organization Name:









Screen ID: 7800.1

[Help for this Screen](#)

## Search State / Country Code

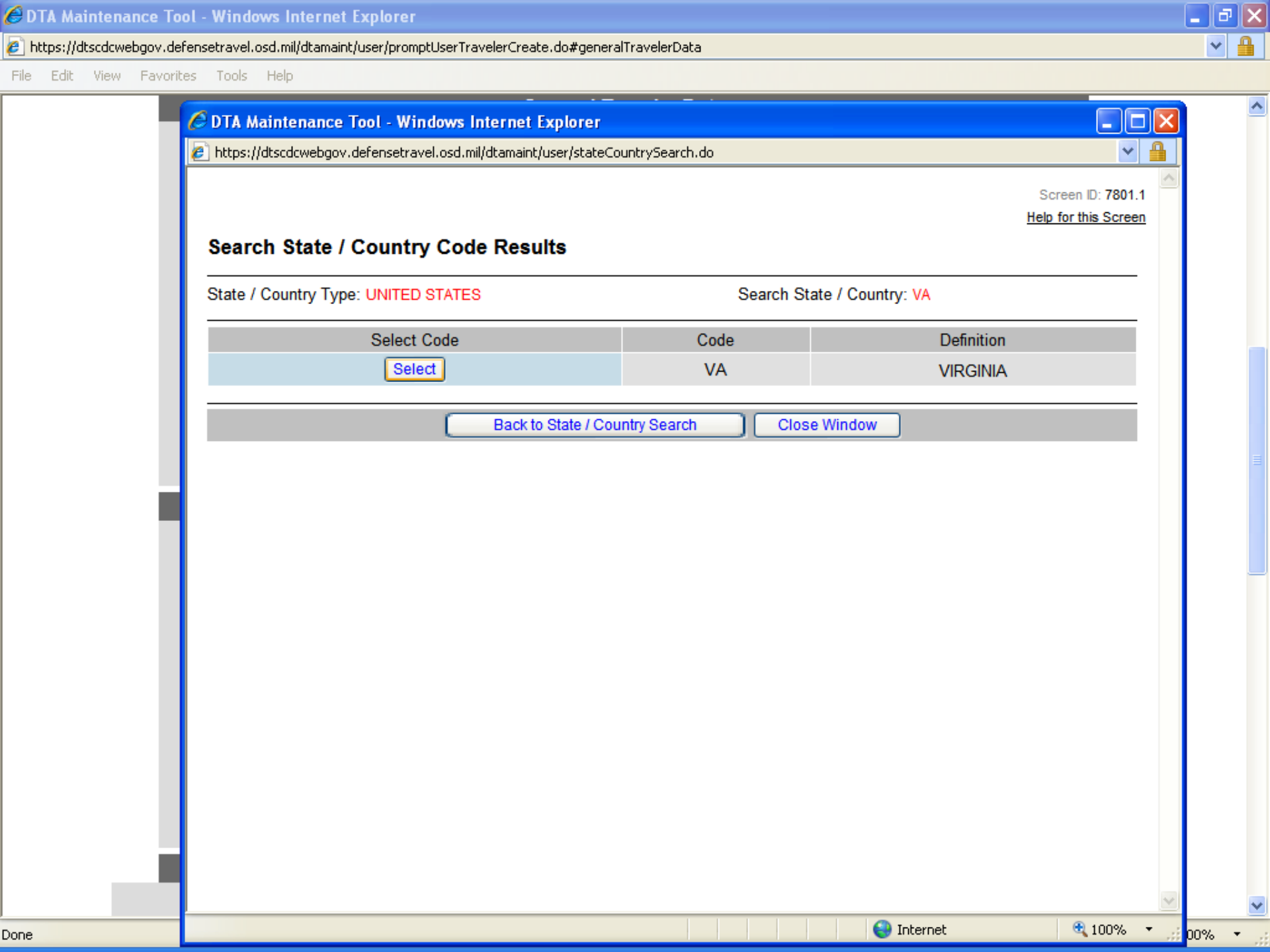
- ☒ UNITED STATES ☐ FOREIGN ☐ All  
☐ CONUS  
☐ OCONUS & US TERRITORIES

Search State / Country: VA

Search

Close Window







## General Traveler Data

Civilian / Military: *	<input type="text" value="C - Civilian"/>
Title / Rank: *	<input type="text" value="GS-05"/>
Mailing Address Line 1: *	<input type="text" value="2407 Florida Ave"/>
Mailing Address Line 2:	<input type="text"/>
City: *	<input type="text" value="Fairfax"/>
State / Country: *	<input type="text" value="VA"/> <input type="button" value="Lookup"/>
Zip / Postal Code: *	<input type="text"/>
Is mailing address same as residential address?	<input type="radio"/> Yes <input checked="" type="radio"/> No
Routing List Name: *	<input type="text" value="Select One ..."/>
Default LOA Label:	<input type="text"/>

## Personal Data

Gender: *	<input type="text" value="N/A"/>
Resident Address Line 1:	<input type="text"/>
Resident Address Line 2:	<input type="text"/>
Resident City:	<input type="text"/>
Resident State / Country:	<input type="text"/> <input type="button" value="Lookup"/>
Resident Zip / Postal Code:	<input type="text"/>
Resident Phone Number:	<input type="text"/>
Emergency Contact Name:	<input type="text"/>
Emergency Contact Phone Number:	<input type="text"/>

## Duty Station Data

Printed Organization Name:



## General Traveler Data

Civilian / Military: *	<input type="text" value="C - Civilian"/>
Title / Rank: *	<input type="text" value="GS-05"/>
Mailing Address Line 1: *	<input type="text" value="2407 Florida Ave"/>
Mailing Address Line 2:	<input type="text"/>
City: *	<input type="text" value="Fairfax"/>
State / Country: *	<input type="text" value="VA"/> <input type="button" value="Lookup"/>
Zip / Postal Code: *	<input type="text" value="22205"/>
Is mailing address same as residential address?	<input type="radio"/> Yes <input checked="" type="radio"/> No
Routing List Name: *	<input type="text" value="Select One ..."/>
Default LOA Label:	<input type="text"/>

## Personal Data

Gender: *	<input type="text" value="N/A"/>
Resident Address Line 1:	<input type="text"/>
Resident Address Line 2:	<input type="text"/>
Resident City:	<input type="text"/>
Resident State / Country:	<input type="text"/> <input type="button" value="Lookup"/>
Resident Zip / Postal Code:	<input type="text"/>
Resident Phone Number:	<input type="text"/>
Emergency Contact Name:	<input type="text"/>
Emergency Contact Phone Number:	<input type="text"/>

## Duty Station Data

Printed Organization Name:



## General Traveler Data

Civilian / Military: *	<input type="text" value="C - Civilian"/>
Title / Rank: *	<input type="text" value="GS-05"/>
Mailing Address Line 1: *	<input type="text" value="2407 Florida Ave"/>
Mailing Address Line 2:	<input type="text"/>
City: *	<input type="text" value="Fairfax"/>
State / Country: *	<input type="text" value="VA"/> <a href="#">Lookup</a>
Zip / Postal Code: *	<input type="text" value="22205"/>
Is mailing address same as residential address?	<input checked="" type="radio"/> Yes <input type="radio"/> No
Routing List Name: *	<input type="text" value="Select One ..."/>
Default LOA Label:	<input type="text"/>

## Personal Data

Gender: *	<input type="text" value="N/A"/>
Resident Address Line 1:	<input type="text" value="2407 Florida Ave"/>
Resident Address Line 2:	<input type="text"/>
Resident City:	<input type="text" value="Fairfax"/>
Resident State / Country:	<input type="text" value="VA"/> <a href="#">Lookup</a>
Resident Zip / Postal Code:	<input type="text" value="22205"/>
Resident Phone Number:	<input type="text"/>
Emergency Contact Name:	<input type="text"/>
Emergency Contact Phone Number:	<input type="text"/>

## Duty Station Data

Printed Organization Name:



## General Traveler Data

Civilian / Military: *	<input type="text" value="C - Civilian"/>
Title / Rank: *	<input type="text" value="GS-05"/>
Mailing Address Line 1: *	<input type="text" value="2407 Florida Ave"/>
Mailing Address Line 2:	<input type="text"/>
City: *	<input type="text" value="Fairfax"/>
State / Country: *	<input type="text" value="VA"/> <input type="button" value="Lookup"/>
Zip / Postal Code: *	<input type="text" value="22205"/>
Is mailing address same as residential address?	<input checked="" type="radio"/> Yes <input type="radio"/> No
Routing List Name: *	<input type="text" value="Select One ..."/>
Default LOA Label:	<input type="text" value="Select One ..."/> <input type="text" value="EXERRL"/>

## Personal Data

Gender: *	<input type="text" value="N/A"/>
Resident Address Line 1:	<input type="text" value="2407 Florida Ave"/>
Resident Address Line 2:	<input type="text"/>
Resident City:	<input type="text" value="Fairfax"/>
Resident State / Country:	<input type="text" value="VA"/> <input type="button" value="Lookup"/>
Resident Zip / Postal Code:	<input type="text" value="22205"/>
Resident Phone Number:	<input type="text"/>
Emergency Contact Name:	<input type="text"/>
Emergency Contact Phone Number:	<input type="text"/>

## Duty Station Data

Printed Organization Name:



## General Traveler Data

Civilian / Military: *	<input type="text" value="C - Civilian"/>
Title / Rank: *	<input type="text" value="GS-05"/>
Mailing Address Line 1: *	<input type="text" value="2407 Florida Ave"/>
Mailing Address Line 2:	<input type="text"/>
City: *	<input type="text" value="Fairfax"/>
State / Country: *	<input type="text" value="VA"/> <a href="#">Lookup</a>
Zip / Postal Code: *	<input type="text" value="22205"/>
Is mailing address same as residential address?	<input checked="" type="radio"/> Yes <input type="radio"/> No
Routing List Name: *	<input type="text" value="EXERRL"/>
Default LOA Label:	<input type="text"/>

## Personal Data

Gender: *	<input type="text" value="N/A"/>
Resident Address Line 1:	<input type="text" value="2407 Florida Ave"/>
Resident Address Line 2:	<input type="text"/>
Resident City:	<input type="text" value="Fairfax"/>
Resident State / Country:	<input type="text" value="VA"/> <a href="#">Lookup</a>
Resident Zip / Postal Code:	<input type="text" value="22205"/>
Resident Phone Number:	<input type="text"/>
Emergency Contact Name:	<input type="text"/>
Emergency Contact Phone Number:	<input type="text"/>

## Duty Station Data

Printed Organization Name:



General Traveler Data

Civilian / Military: \* C - Civilian

Title / Rank: \* GS-05

Mailing Address Line 1: \* 2407 Florida Ave

Mailing Address Line 2:

City: \* Fairfax

State / Country: \* VA [Lookup](#)

Zip / Postal Code: \* 22205

Is mailing address same as residential address? ☒ Yes ☐ No

Routing List Name: \* EXERRL

Default LOA Label:

08 Per Diem Data

Gender: \* N/A

Resident Address Line 1: 2407 Florida Ave

Resident Address Line 2:

Resident City: Fairfax

Resident State / Country: VA [Lookup](#)

Resident Zip / Postal Code: 22205

Resident Phone Number:

Emergency Contact Name:

Emergency Contact Phone Number:

Duty Station Data

Printed Organization Name:



## General Traveler Data

Civilian / Military: *	C - Civilian	
Title / Rank: *	GS-05	
Mailing Address Line 1: *	2407 Florida Ave	
Mailing Address Line 2:		
City: *	Fairfax	
State / Country: *	VA	<a href="#">Lookup</a>
Zip / Postal Code: *	22205	
Is mailing address same as residential address?	<input checked="" type="radio"/> Yes <input type="radio"/> No	
Routing List Name: *	EXERRL	
Default LOA Label:	08 Per Diem	

## Personal Data

Gender: *	N/A	
Resident Address Line 1:	2407 Florida Ave	
Resident Address Line 2:		
Resident City:	Fairfax	
Resident State / Country:	VA	<a href="#">Lookup</a>
Resident Zip / Postal Code:	22205	
Resident Phone Number:		
Emergency Contact Name:		
Emergency Contact Phone Number:		

## Duty Station Data

Printed Organization Name:



## General Traveler Data

Civilian / Military: \* C - Civilian ▼

Title / Rank: \* GS-05 ▼

Mailing Address Line 1: \* 2407 Florida Ave

Mailing Address Line 2:

City: \* Fairfax

State / Country: \* VA [Lookup](#)

Zip / Postal Code: \* 22205

Is mailing address same as residential address? ☒ Yes ☐ No

Routing List Name: \* EXERRL ▼

Default LOA Label: 08 Per Diem ▼

## Personal Data

Gender: \* FEMALE ▼

Resident Address Line 1: 2407 Florida Ave

Resident Address Line 2:

Resident City: Fairfax

Resident State / Country: VA [Lookup](#)

Resident Zip / Postal Code: 22205

Resident Phone Number: 703-955-8892

Emergency Contact Name: Carol Green

Emergency Contact Phone Number: 703-457-2204

## Duty Station Data

Printed Organization Name:



## Duty Station Data

Printed Organization Name:

Present Duty Station Name:

Service / Agency by which the traveler is employed: \*  ▼

Number of Work Hours / Day:

Time Zone: \*  ▼

Duty Station Address Line 1: \*

Duty Station Address Line 2:

Duty Station City: \*

Duty Station State / Country: \*

Duty Station Zip / Postal Code: \*

Mail Code:

Duty Station Phone Number: \*

Duty Station Fax Number:

Number of Miles to Closest Airport:

Unit ID: \*

## Other Data Elements

Tech Status (For Information Only) : \*  ▼

## Government Charge Card (GOVCC) Data

Gov't Charge Card Holder: \* ☒ Yes ☐ No

Advance Authorization: \*  ▼

Mandatory Use Of GOVCC: \* ☐ Exempt ☒ Non-Exempt

Account Number:



## Duty Station Data

Printed Organization Name:	<input type="text"/>
Present Duty Station Name:	<input type="text"/>
Service / Agency by which the traveler is employed: *	<input type="text" value="United States Marine Corps"/>
Number of Work Hours / Day:	<input type="text"/>
Time Zone: *	<input type="text" value="GMT-5:00 (Eastern Standard Time)"/>
Duty Station Address Line 1: *	<input type="text" value="2136 Victory Blvd"/>
Duty Station Address Line 2:	<input type="text"/>
Duty Station City: *	<input type="text" value="Quantico"/>
Duty Station State / Country: *	<input type="text" value="VA"/> <input type="button" value="Lookup"/>
Duty Station Zip / Postal Code: *	<input type="text" value="24056"/>
Mail Code:	<input type="text"/>
Duty Station Phone Number: *	<input type="text" value="703-696-8546"/>
Duty Station Fax Number:	<input type="text"/>
Number of Miles to Closest Airport:	<input type="text"/>
Unit ID: *	<input type="text"/>

## Other Data Elements

Tech Status (For Information Only) : \* 

## Government Charge Card (GOVCC) Data

Gov't Charge Card Holder: *	<input checked="" type="radio"/> Yes <input type="radio"/> No
Advance Authorization: *	<input type="text" value="CARD HOLDER"/>
Mandatory Use Of GOVCC: *	<input type="radio"/> Exempt <input checked="" type="radio"/> Non-Exempt
Account Number:	<input type="text"/>



## Duty Station Data

Printed Organization Name:

Present Duty Station Name:

Service / Agency by which the traveler is employed: \*  ▼

Number of Work Hours / Day:

Time Zone: \*  ▼

Duty Station Address Line 1: \*

Duty Station Address Line 2:

Duty Station City: \*

Duty Station State / Country: \*

Duty Station Zip / Postal Code: \*

Mail Code:

Duty Station Phone Number: \*

Duty Station Fax Number:

Number of Miles to Closest Airport:

Unit ID: \*

## Other Data Elements

Tech Status (For Information Only) : \*  ▼

## Government Charge Card (GOVCC) Data

Gov't Charge Card Holder: \* ☒ Yes ☐ No

Advance Authorization: \*  ▼

Mandatory Use Of GOVCC: \* ☐ Exempt ☒ Non-Exempt

Account Number:



## Duty Station Data

Printed Organization Name:

Present Duty Station Name:

Service / Agency by which the traveler is employed: \*  ▼

Number of Work Hours / Day:

Time Zone: \*  ▼

Duty Station Address Line 1: \*

Duty Station Address Line 2:

Duty Station City: \*

Duty Station State / Country: \*

Duty Station Zip / Postal Code: \*

Mail Code:

Duty Station Phone Number: \*

Duty Station Fax Number:

Number of Miles to Closest Airport:

Unit ID: \*

## Other Data Elements

Tech Status (For Information Only) : \*  ▼

## Government Charge Card (GOVCC) Data

Gov't Charge Card Holder: \* ☒ Yes ☐ No

Advance Authorization: \*  ▼

Mandatory Use Of GOVCC: \* ☐ Exempt ☒ Non-Exempt

Account Number:



Mail Code:

Duty Station Phone Number: \*

Duty Station Fax Number:

Number of Miles to Closest Airport:

Unit ID: \*

### Other Data Elements

Tech Status (For Information Only) : \*

### Government Charge Card (GOVCC) Data

Gov't Charge Card Holder: \* ☒ Yes ☐ No

Advance Authorization: \*

Mandatory Use Of GOVCC: \* ☐ Exempt ☒ Non-Exempt

Account Number:

GOVCC Exp. Date:

### Electronic Funds Transfer Data

Enter only one account with a routing number

Mandatory EFT Payment: \* ☒ Yes ☐ No [More information](#)

Checking Routing Number:

Checking Account Number:

OR

Saving Routing Number:

Saving Account Number:



Mail Code:

Duty Station Phone Number: \*

Duty Station Fax Number:

Number of Miles to Closest Airport:

Unit ID: \*

### Other Data Elements

Tech Status (For Information Only) : \*

### Government Charge Card (GOVCC) Data

Gov't Charge Card Holder: \* ☒ Yes ☐ No

Advance Authorization: \*

Mandatory Use Of GOVCC: \*

Account Number:

GOVCC Exp. Date:

### Electronic Funds Transfer Data

Enter only one account with a routing number

Mandatory EFT Payment: \* ☒ Yes ☐ No [More information](#)

Checking Routing Number:

Checking Account Number:

OR

Saving Routing Number:

Saving Account Number:



Mail Code:

Duty Station Phone Number: \*

Duty Station Fax Number:

Number of Miles to Closest Airport:

Unit ID: \*

### Other Data Elements

Tech Status (For Information Only) : \*

### Government Charge Card (GOVCC) Data

Gov't Charge Card Holder: \* ☒ Yes ☐ No

Advance Authorization: \*

Mandatory Use Of GOVCC: \* ☐ Exempt ☒ Non-Exempt

Account Number:

GOVCC Exp. Date:

### Electronic Funds Transfer Data

Enter only one account with a routing number

Mandatory EFT Payment: \* ☒ Yes ☐ No [More information](#)

Checking Routing Number:

Checking Account Number:

OR

Saving Routing Number:

Saving Account Number:



Mail Code:

Duty Station Phone Number: \*

Duty Station Fax Number:

Number of Miles to Closest Airport:

Unit ID: \*

### Other Data Elements

Tech Status (For Information Only) : \*

### Government Charge Card (GOVCC) Data

Gov't Charge Card Holder: \* ☒ Yes ☐ No

Advance Authorization: \*

Mandatory Use Of GOVCC: \* ☐ Exempt ☒ Non-Exempt

Account Number:

GOVCC Exp. Date:

### Electronic Funds Transfer Data

Enter only one account with a routing number

Mandatory EFT Payment: \* ☒ Yes ☐ No [More information](#)

Checking Routing Number:

Checking Account Number:

OR

Saving Routing Number:

Saving Account Number:





## Defense Travel System

A New Era of Government Travel

User Name: **Carol Green**  
Organization Access: DM2MD  
Group Access: DM2MD - 2MDGP  
Permission: 0, 1, 2, 3, 4, 5, 6  
Run Date: January 16, 2008 - 16:17 EST

Screen ID: 7601.1

[DTA Home](#) | [Help for this Screen](#) | [Logout](#)**DTA Maintenance**

DTA Tools:

People

[Search People](#) | [Create Person](#) | [Receive Person](#) | [View Person Lists](#)

### People (Search Results)

Organization Name:

SSN: XXXXX6824

Permission Level:

Include Sub-Organizations: No

Last Name:

Person Type: User/Traveler

Organization Access:

First Name:

<div>Update</div> <div>Detach</div> <div>Delete</div> <div>View Group(s)</div> <div>View Dependents</div>	Name: Summers, Kathy	SSN: XXXXX6824	Organization: DM2MD2RG
		Permission: 0	Organization Access: No Org Access
		Rank: GS-05	Group Access: None

1 - 1 of 1





User Name: **Carol Green**  
Organization Access: DM2MD  
Group Access: DM2MD - 2MDGP  
Permission: 0, 1, 2, 3, 4, 5, 6  
Run Date: January 15, 2008 - 13:46 EST

Screen ID: 7600.1

[DTA Home](#) | [Help for this Screen](#) | [Logout](#)**DTA Maintenance**

DTA Tools:

People

[Search People](#) | [Create Person](#) | [Receive Person](#) | [View Person Lists](#)**Search People**

\* Required

Organization Name: \* DM2MD ☐ --Include Sub-Organizations

Person Type: \* All

SSN: Last Name: First Name: 

Organization Access:

Permission Level:

**Search**





## Defense Travel System

A New Era of Government Travel

User Name: **Carol Green**  
Organization Access: DM2MD  
Group Access: DM2MD - 2MDGP  
Permission: 0, 1, 2, 3, 4, 5, 6  
Run Date: January 15, 2008 - 13:46 EST

Screen ID: 7600.1

[DTA Home](#) | [Help for this Screen](#) | [Logout](#)**DTA Maintenance**

DTA Tools:

People

[Search People](#) | [Create Person](#) | [Receive Person](#) | [View Person Lists](#)

### Search People

\* Required

Organization Name: \* DM2MD ☐ --Include Sub-Organizations

Person Type: \*  
DM2MD  
DM2MD2RG  
DM2MD6RG  
SSN: DM2MD8RG  
DM2MD8RG  
Last Name: DM2MD8RG1BN  
DM2MD8RG2BN  
First Name: DM2MD8RG3BN  
DM2MD9RG  
Organization Access: DM2MD9RG1BN  
DM2MD9RG2BN  
Permission Level:





User Name: **Carol Green**  
Organization Access: DM2MD  
Group Access: DM2MD - 2MDGP  
Permission: 0, 1, 2, 3, 4, 5, 6  
Run Date: January 15, 2008 - 13:46 EST

Screen ID: 7600.1

[DTA Home](#) | [Help for this Screen](#) | [Logout](#)**DTA Maintenance**

DTA Tools:

People

[Search People](#) | [Create Person](#) | [Receive Person](#) | [View Person Lists](#)**Search People**

\* Required

Organization Name: \* DM2MD9RG



--Include Sub-Organizations

Person Type: \* All

SSN:

Last Name:

First Name:

Organization Access:

Permission Level:

**Search**





User Name: **Carol Green**  
Organization Access: DM2MD  
Group Access: DM2MD - 2MDGP  
Permission: 0, 1, 2, 3, 4, 5, 6  
Run Date: January 15, 2008 - 13:46 EST

Screen ID: 7600.1

[DTA Home](#) | [Help for this Screen](#) | [Logout](#)**DTA Maintenance**

DTA Tools:

People

[Search People](#) | [Create Person](#) | [Receive Person](#) | [View Person Lists](#)**Search People**

\* Required

Organization Name: \* DM2MD9RG ☒ --Include Sub-Organizations

Person Type: \* All

SSN: Last Name: First Name: 

Organization Access:

Permission Level:

**Search**





User Name: **Carol Green**  
Organization Access: DM2MD  
Group Access: DM2MD - 2MDGP  
Permission: 0, 1, 2, 3, 4, 5, 6  
Run Date: January 15, 2008 - 13:46 EST

Screen ID: 7600.1

[DTA Home](#) | [Help for this Screen](#) | [Logout](#)**DTA Maintenance**

DTA Tools:

People

[Search People](#) | [Create Person](#) | [Receive Person](#) | [View Person Lists](#)**Search People**

\* Required

Organization Name: \* DM2MD9RG ☒ --Include Sub-Organizations

Person Type: \* All

SSN: User  
User/Traveler

Last Name:

First Name:

Organization Access:

Permission Level:

**Search**





User Name: **Carol Green**  
Organization Access: DM2MD  
Group Access: DM2MD - 2MDGP  
Permission: 0, 1, 2, 3, 4, 5, 6  
Run Date: January 15, 2008 - 13:54 EST

Screen ID: 7600.1

[DTA Home](#) | [Help for this Screen](#) | [Logout](#)**DTA Maintenance**

DTA Tools:

People

[Search People](#) | [Create Person](#) | [Receive Person](#) | [View Person Lists](#)**Search People**

\* Required

Organization Name: \* DM2MD9RG ☒ --Include Sub-Organizations

Person Type: \* All

SSN: Last Name: First Name: 

Organization Access:

Permission Level:

**Search**





## Defense Travel System

A New Era of Government Travel

User Name: **Carol Green**  
Organization Access: DM2MD  
Group Access: DM2MD - 2MDGP  
Permission: 0, 1, 2, 3, 4, 5, 6  
Run Date: January 15, 2008 - 14:12 EST

Screen ID: 7601.1

[DTA Home](#) | [Help for this Screen](#) | [Logout](#)**DTA Maintenance**

DTA Tools:

People

[Search People](#) | [Create Person](#) | [Receive Person](#) | [View Person Lists](#)

### People (Search Results)

Organization Name: **DM2MD8RG**

SSN:

Permission Level:

Include Sub-Organizations: **Yes**

Last Name:

Person Type: **All**

Organization Access:

First Name:

<a href="#">Update</a> <a href="#">Detach</a> <a href="#">Delete</a> <a href="#">View Group(s)</a> <a href="#">View Dependents</a>	Name:	Wallace, Ken T	SSN: XXXXX9123	Organization: DM2MD8RG
			Permission: 0	Organization Access: No Org Access
			Rank:	Group Access: None
<a href="#">Update</a> <a href="#">Detach</a> <a href="#">Delete</a> <a href="#">View Group(s)</a> <a href="#">View Dependents</a>	Name:	Beam, Joe	SSN: XXXXX3123	Organization: DM2MD8RG1BN
			Permission: 0	Organization Access: No Org Access
			Rank:	Group Access: None
<a href="#">Update</a> <a href="#">Detach</a> <a href="#">Delete</a> <a href="#">View Group(s)</a> <a href="#">View Dependents</a>	Name:	Farrell, Mary G	SSN: XXXXX2123	Organization: DM2MD8RG2BN
			Permission: 0	Organization Access: No Org Access
			Rank: GS-09	Group Access: None
<a href="#">Update</a> <a href="#">Detach</a>			SSN: XXXXX8123	Organization: DM2MD8RG3BN



<a href="#">Detach</a> <a href="#">Delete</a> <a href="#">View Group(s)</a> <a href="#">View Dependents</a>	Name: Bertrand, Charles A	Permission: 0, 1, 2	Organization: No Org Access
		Rank:	Group Access: None
<a href="#">Update</a> <a href="#">Detach</a> <a href="#">Delete</a> <a href="#">View Group(s)</a> <a href="#">View Dependents</a>	Name: Brown, Eric T	SSN: XXXXX1123	Organization: DM2MD8RG3BN
		Permission: 0	Organization: No Org Access
		Rank: GS-09	Group Access: None
<a href="#">Update</a> <a href="#">Detach</a> <a href="#">Delete</a> <a href="#">View Group(s)</a> <a href="#">View Dependents</a>	Name: Jack, Johnson	SSN: XXXXX7123	Organization: DM2MD8RG3BN
		Permission: 0	Organization: No Org Access
		Rank:	Group Access: None
<a href="#">Update</a> <a href="#">Detach</a> <a href="#">Delete</a> <a href="#">View Group(s)</a> <a href="#">View Dependents</a>	Name: Malone, Sam	SSN: XXXXX6123	Organization: DM2MD8RG3BN
		Permission: 0	Organization: No Org Access
		Rank:	Group Access: None
<a href="#">Update</a> <a href="#">Detach</a> <a href="#">Delete</a> <a href="#">View Group(s)</a> <a href="#">View Dependents</a>	Name: Maple, Jenna P	SSN: XXXXX1321	Organization: DM2MD8RG3BN
		Permission: 0	Organization: No Org Access
		Rank: GS-02	Group Access: None





## Defense Travel System

A New Era of Government Travel

User Name: **Carol Green**  
Organization Access: DM2MD  
Group Access: DM2MD - 2MDGP  
Permission: 0, 1, 2, 3, 4, 5, 6  
Run Date: January 15, 2008 - 14:14 EST

Screen ID: 7602.2

[DTA Home](#) | [Help for this Screen](#) | [Logout](#)**DTA Maintenance**

DTA Tools:

People

[Search People](#) | [Create Person](#) | [Receive Person](#) | [View Person Lists](#)

### Update Person

\* Data Required

SSN: XXXXX1123

Is this person going to travel?: \* ☒ Yes ☐ No[Continue](#)[Cancel](#)





## Defense Travel System

A New Era of Government Travel

User Name: **Carol Green**  
Organization Access: DM2MD  
Group Access: DM2MD - 2MDGP  
Permission: 0, 1, 2, 3, 4, 5, 6  
Run Date: January 15, 2008 - 14:15 EST

Screen ID: 7604.2

[DTA Home](#) | [Help for this Screen](#) | [Logout](#)**DTA Maintenance**

DTA Tools:

People

[Search People](#) | [Create Person](#) | [Receive Person](#) | [View Person Lists](#)

### Update Person (User / Traveler)

\* Data Required

#### Common Data

SSN: XXXXX1123

First Name: \* Eric

Middle Initial: T

Last Name: \* Brown

Organization Name: \* DM2MD8RG3BN

Email: eric.brown@email.com

#### User Specific Data

Organization Access: \* No Org Access

Group Access:

None

--Organization Owner Name

--Group Name

Non-editable Permission Level(s):

Editable Permission Level(s): \* ☒ 0 ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6

Approval Override: \* No

Manually Entered Transaction: \* ☐ Yes ☒ NoNon-DTS Entry Agent (T-Entered): \* ☐ Yes ☒ NoDebt Management Monitor: \* ☐ Yes ☒ NoSelf-AO Approval: \* ☐ Yes ☒ No



Mail Code:

Duty Station Phone Number: \*

Duty Station Fax Number:

Number of Miles to Closest Airport:

Unit ID: \*

### Other Data Elements

Tech Status (For Information Only) : \*

### Government Charge Card (GOVCC) Data

Gov't Charge Card Holder: \* ☒ Yes ☒ No

Advance Authorization: \*

Mandatory Use Of GOVCC: \* ☒ Exempt ☐ Non-Exempt

Account Number:

GOVCC Exp. Date:

### Electronic Funds Transfer Data

Enter only one account with a routing number

Mandatory EFT Payment: \* ☒ Yes ☐ No [More information](#)

Checking Routing Number:

Checking Account Number:

OR

Saving Routing Number:

Saving Account Number:



Mail Code:

Duty Station Phone Number: \*

Duty Station Fax Number:

Number of Miles to Closest Airport:

Unit ID: \*

### Other Data Elements

Tech Status (For Information Only) : \*

### Government Charge Card (GOVCC) Data

Gov't Charge Card Holder: \* ☒ Yes ☐ No

Advance Authorization: \*

Mandatory Use Of GOVCC: \* ☒ Exempt ☐ Non-Exempt

Account Number:

GOVCC Exp. Date:

### Electronic Funds Transfer Data

Enter only one account with a routing number

Mandatory EFT Payment: \* ☒ Yes ☐ No [More information](#)

Checking Routing Number:

Checking Account Number:

OR

Saving Routing Number:

Saving Account Number:



Mail Code:


Duty Station Phone Number: \*

Duty Station Fax Number:

Number of Miles to Closest Airport:


Unit ID: \*


### Other Data Elements

Tech Status (For Information Only) : \*  



### Government Charge Card (GOVCC) Data

Gov't Charge Card Holder: \* ☒ Yes ☐ No

Advance Authorization: \*  ADVANCE AUTH

Mandatory Use Of GOVCC: \*  ADVANCE AUTH  
CARD HOLDER

Account Number:

GOVCC Exp. Date:  

### Electronic Funds Transfer Data

Enter only one account with a routing number

Mandatory EFT Payment: \* ☒ Yes ☐ No [More information](#)

Checking Routing Number:

Checking Account Number:

OR

Saving Routing Number:

Saving Account Number:



Mail Code:

Duty Station Phone Number: \*

Duty Station Fax Number:

Number of Miles to Closest Airport:

Unit ID: \*

### Other Data Elements

Tech Status (For Information Only) : \*

### Government Charge Card (GOVCC) Data

Gov't Charge Card Holder: \* ☒ Yes ☐ No

Advance Authorization: \*

Mandatory Use Of GOVCC: \* ☒ Exempt ☐ Non-Exempt

Account Number:

GOVCC Exp. Date:

### Electronic Funds Transfer Data

Enter only one account with a routing number

Mandatory EFT Payment: \* ☒ Yes ☐ No [More information](#)

Checking Routing Number:

Checking Account Number:

OR

Saving Routing Number:

Saving Account Number:



Mail Code:

Duty Station Phone Number: \*

Duty Station Fax Number:

Number of Miles to Closest Airport:

Unit ID: \*

### Other Data Elements

Tech Status (For Information Only) : \*

### Government Charge Card (GOVCC) Data

Gov't Charge Card Holder: \* ☒ Yes ☐ No

Advance Authorization: \*

Mandatory Use Of GOVCC: \* ☐ Exempt ☒ Non-Exempt

Account Number:

GOVCC Exp. Date:

### Electronic Funds Transfer Data

Enter only one account with a routing number

Mandatory EFT Payment: \* ☒ Yes ☐ No [More information](#)

Checking Routing Number:

Checking Account Number:

OR

Saving Routing Number:

Saving Account Number:



Mail Code:

Duty Station Phone Number: \*

Duty Station Fax Number:

Number of Miles to Closest Airport:

Unit ID: \*

### Other Data Elements

Tech Status (For Information Only) : \*

### Government Charge Card (GOVCC) Data

Gov't Charge Card Holder: \* ☒ Yes ☐ No

Advance Authorization: \*

Mandatory Use Of GOVCC: \* ☐ Exempt ☒ Non-Exempt

Account Number:

GOVCC Exp. Date:

### Electronic Funds Transfer Data

Enter only one account with a routing number

Mandatory EFT Payment: \* ☒ Yes ☐ No [More information](#)

Checking Routing Number:

Checking Account Number:

OR

Saving Routing Number:

Saving Account Number:



Mail Code:

Duty Station Phone Number: \*

Duty Station Fax Number:

Number of Miles to Closest Airport:

Unit ID: \*

## Other Data Elements

Tech Status (For Information Only) : \*

## Government Charge Card (GOVCC) Data

Gov't Charge Card Holder: \* ☒ Yes ☐ No

Advance Authorization: \*

Mandatory Use Of GOVCC: \* ☐ Exempt ☒ Non-Exempt

Account Number:

GOVCC Exp. Date:

## Electronics Funds Transfer Data

Enter only 01  
02 account with a routing number  
03  
04 ☐ Yes ☐ No [More information](#)  
05  
06  
07  
08  
09 OR  
10  
11  
12

Mandatory EFT Payment: \*

Checking Routing Number:

Checking Account Number:

Saving Routing Number:

Saving Account Number:



Mail Code:

Duty Station Phone Number: \*

Duty Station Fax Number:

Number of Miles to Closest Airport:

Unit ID: \*

### Other Data Elements

Tech Status (For Information Only) : \*

### Government Charge Card (GOVCC) Data

Gov't Charge Card Holder: \* ☒ Yes ☐ No

Advance Authorization: \*

Mandatory Use Of GOVCC: \* ☐ Exempt ☒ Non-Exempt

Account Number:

GOVCC Exp. Date:

### Electronic Funds Transfer Data

Enter only one account with a routing number

Mandatory EFT Payment: \* ☒ Yes ☐ No [More information](#)

Checking Routing Number:

Checking Account Number:

OR

Saving Routing Number:

Saving Account Number:



Mail Code:

Duty Station Phone Number: \*  2008

Duty Station Fax Number:  2009

Number of Miles to Closest Airport:  2010

Unit ID: \*  2011

**Other Documents**

Tech Status (For Information Only) : \*  2012

**Government Charge Card (GOVCC) Data**

Gov't Charge Card Holder: \* ☒ Yes 2013

Advance Authorization: \*  2014

Mandatory Use Of GOVCC: \* ☐ Exempt 2015

Account Number:  2016

GOVCC Exp. Date:  2017

**Electronic Funds Transfer Data**

Enter only one account with a routing number

Mandatory EFT Payment: \* ☒ Yes ☐ No [More information](#)

Checking Routing Number:

Checking Account Number:

OR

Saving Routing Number:

Saving Account Number:



Mail Code:

Duty Station Phone Number: \*

Duty Station Fax Number:

Number of Miles to Closest Airport:

Unit ID: \*

### Other Data Elements

Tech Status (For Information Only) : \*

### Government Charge Card (GOVCC) Data

Gov't Charge Card Holder: \* ☒ Yes ☐ No

Advance Authorization: \*

Mandatory Use Of GOVCC: \* ☐ Exempt ☒ Non-Exempt

Account Number:

GOVCC Exp. Date:

### Electronic Funds Transfer Data

Enter only one account with a routing number

Mandatory EFT Payment: \* ☒ Yes ☐ No [More information](#)

Checking Routing Number:

Checking Account Number:

OR

Saving Routing Number:

Saving Account Number:





## Defense Travel System

A New Era of Government Travel

User Name: **Carol Green**  
Organization Access: DM2MD  
Group Access: DM2MD - 2MDGP  
Permission: 0, 1, 2, 3, 4, 5, 6  
Run Date: January 15, 2008 - 14:31 EST

Screen ID: 7601.1

[DTA Home](#) | [Help for this Screen](#) | [Logout](#)**DTA Maintenance**

DTA Tools:

People

[Search People](#) | [Create Person](#) | [Receive Person](#) | [View Person Lists](#)

### People (Search Results)

Organization Name: **DM2MD8RG**

SSN:

Permission Level:

Include Sub-Organizations: **Yes**

Last Name:

Person Type: **All**

Organization Access:

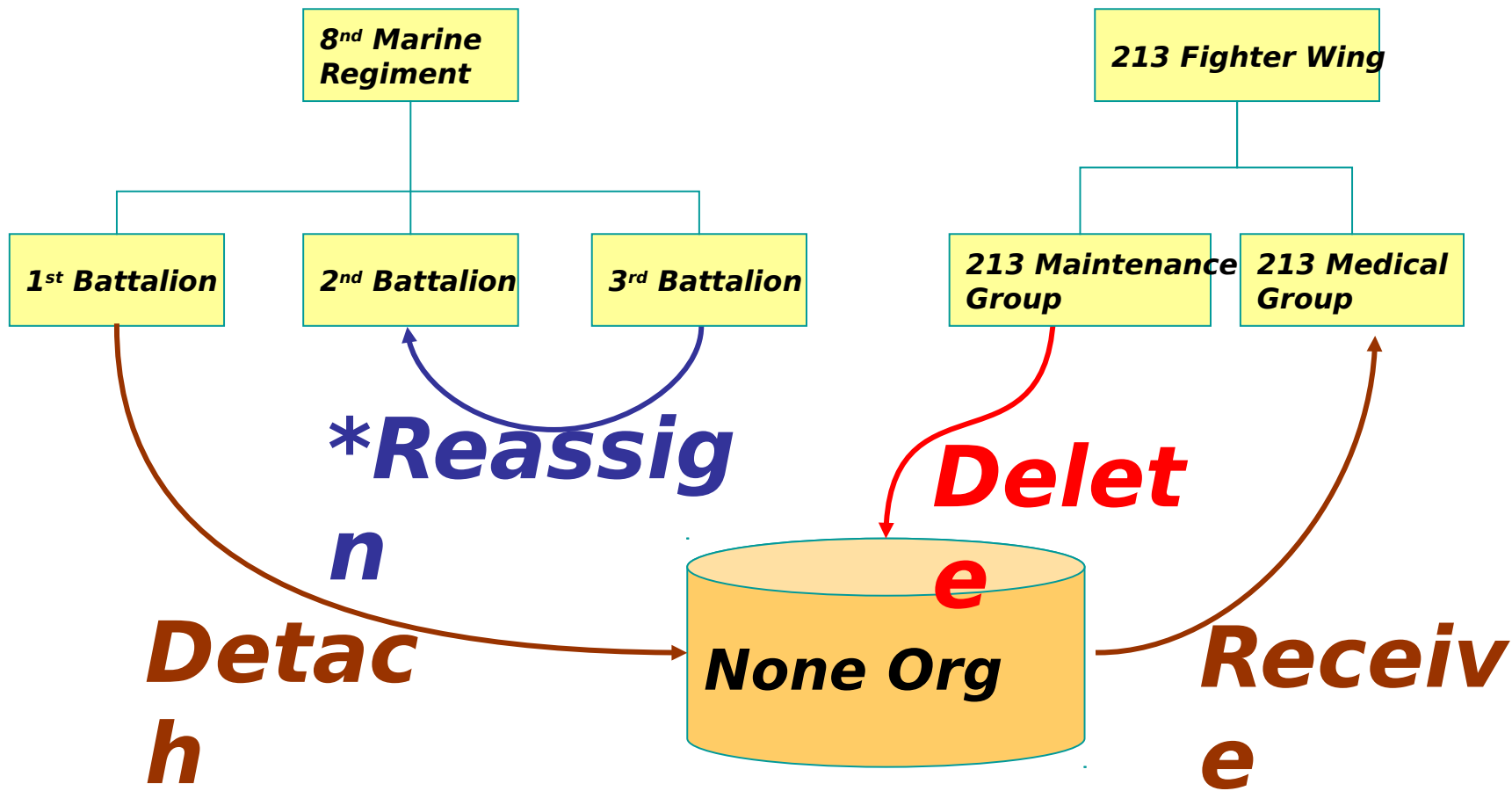
First Name:

<a href="#">Update</a> <a href="#">Detach</a> <a href="#">Delete</a> <a href="#">View Group(s)</a> <a href="#">View Dependents</a>	Name:	Wallace, Ken T	SSN: XXXXX9123	Organization: DM2MD8RG
			Permission: 0	Organization Access: No Org Access
			Rank:	Group Access: None
<a href="#">Update</a> <a href="#">Detach</a> <a href="#">Delete</a> <a href="#">View Group(s)</a> <a href="#">View Dependents</a>	Name:	Beam, Joe	SSN: XXXXX3123	Organization: DM2MD8RG1BN
			Permission: 0	Organization Access: No Org Access
			Rank:	Group Access: None
<a href="#">Update</a> <a href="#">Detach</a> <a href="#">Delete</a> <a href="#">View Group(s)</a> <a href="#">View Dependents</a>	Name:	Farrell, Mary G	SSN: XXXXX2123	Organization: DM2MD8RG2BN
			Permission: 0	Organization Access: No Org Access
			Rank: GS-09	Group Access: None
<a href="#">Update</a> <a href="#">Detach</a>			SSN: XXXXX8123	Organization: DM2MD8RG3BN





# PEOPLE- REASSIGN, DETACH, RECEIVE, DELETE



**\*** Can only be done by the LDTA from (509





## Defense Travel System

A New Era of Government Travel

User Name: **Carol Green**  
Organization Access: DM2MD  
Group Access: DM2MD - 2MDGP  
Permission: 0, 1, 2, 3, 4, 5, 6  
Run Date: January 15, 2008 - 14:31 EST

Screen ID: 7601.1

[DTA Home](#) | [Help for this Screen](#) | [Logout](#)**DTA Maintenance**

DTA Tools:

People

[Search People](#) | [Create Person](#) | [Receive Person](#) | [View Person Lists](#)

### People (Search Results)

Organization Name: **DM2MD8RG**

SSN:

Permission Level:

Include Sub-Organizations: **Yes**

Last Name:

Person Type: **All**

Organization Access:

First Name:

<a href="#">Update</a> <a href="#">Detach</a> <a href="#">Delete</a> <a href="#">View Group(s)</a> <a href="#">View Dependents</a>	Name:	Wallace, Ken T	SSN: XXXXX9123	Organization: DM2MD8RG
			Permission: 0	Organization Access: No Org Access
			Rank:	Group Access: None
<a href="#">Update</a> <a href="#">Detach</a> <a href="#">Delete</a> <a href="#">View Group(s)</a> <a href="#">View Dependents</a>	Name:	Beam, Joe	SSN: XXXXX3123	Organization: DM2MD8RG1BN
			Permission: 0	Organization Access: No Org Access
			Rank:	Group Access: None
<a href="#">Update</a> <a href="#">Detach</a> <a href="#">Delete</a> <a href="#">View Group(s)</a> <a href="#">View Dependents</a>	Name:	Farrell, Mary G	SSN: XXXXX2123	Organization: DM2MD8RG2BN
			Permission: 0	Organization Access: No Org Access
			Rank: GS-09	Group Access: None
<a href="#">Update</a> <a href="#">Detach</a>			SSN: XXXXX8123	Organization: DM2MD8RG3BN





## Defense Travel System

A New Era of Government Travel

User Name: **Carol Green**  
Organization Access: DM2MD  
Group Access: DM2MD - 2MDGP  
Permission: 0, 1, 2, 3, 4, 5, 6  
Run Date: January 15, 2008 - 16:58 EST

Screen ID: 7602.2

[DTA Home](#) | [Help for this Screen](#) | [Logout](#)**DTA Maintenance**

DTA Tools:

People

[Search People](#) | [Create Person](#) | [Receive Person](#) | [View Person Lists](#)

### Update Person

\* Data Required

SSN: XXXXX2123

Is this person going to travel?: \* ☒ Yes ☐ No[Continue](#)[Cancel](#)





User Name: **Carol Green**  
Organization Access: DM2MD  
Group Access: DM2MD - 2MDGP  
Permission: 0, 1, 2, 3, 4, 5, 6  
Run Date: January 15, 2008 - 16:58 EST

Screen ID: 7602.2

[DTA Home](#) | [Help for this Screen](#) | [Logout](#)**DTA Maintenance**

DTA Tools:

People

[Search People](#) | [Create Person](#) | [Receive Person](#) | [View Person Lists](#)**Update Person**

\* Data Required

SSN: XXXXX2123

Is this person going to travel?: \* ☐ Yes ☒ No[Continue](#)[Cancel](#)**Windows Internet Explorer**

You are changing the person's profile from a full traveler to the shorter user profile.  
All previously entered traveler data will be lost. Do you want to proceed?

[OK](#)[Cancel](#)





## Defense Travel System

A New Era of Government Travel

User Name: **Carol Green**  
Organization Access: DM2MD  
Group Access: DM2MD - 2MDGP  
Permission: 0, 1, 2, 3, 4, 5, 6  
Run Date: January 15, 2008 - 17:00 EST

Screen ID: 7603.2

[DTA Home](#) | [Help for this Screen](#) | [Logout](#)**DTA Maintenance**

DTA Tools:

People

[Search People](#) | [Create Person](#) | [Receive Person](#) | [View Person Lists](#)

### Update Person (User Only)

\* Data Required

#### Common Data

SSN: XXXXX2123

First Name: \* Mary

Middle Initial: G

Last Name: \* Farrell

Organization Name: \* DM2MD8RG2BN

Email:

#### User Specific Data

Organization Access: \* No Org Access

Group Access:

None

--Organization Owner Name

--Group Name

Non-editable Permission Level(s):

Editable Permission Level(s): \* ☒ 0 ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6

Approval Override: \* No

Manually Entered Transaction: \* ☐ Yes ☒ NoNon-DTS Entry Agent (T-Entered): \* ☐ Yes ☒ NoDebt Management Monitor: \* ☐ Yes ☒ NoUser ID: ~1013512 [Reset User ID](#)



DTA Tools:

People

[Search People](#)[Create Person](#)[Receive Person](#)[View Person Lists](#)

## Update Person (User Only)

\* Data Required

## Common Data

SSN: XXXXX2123

First Name: \* Mary

Middle Initial: G

Last Name: \* Farrell

Organization Name: \* DM2MD8RG2BN

Email:

DM2MD

DM2MD2RG

DM2MD6RG

DM2MD8RG

Organization Access: \* DM2MD8RG1BN

DM2MD8RG2BN

DM2MD8RG3BN

Group Access:

DM2MD9RG

DM2MD9RG1BN

DM2MD9RG2BN

--Organization Owner Name

--Group Name

Non-editable Permission Level(s):

Editable Permission Level(s): \* ☒ 0 ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6

Approval Override: \* No

Manually Entered Transaction: \* ☐ Yes ☒ NoNon-DTS Entry Agent (T-Entered): \* ☐ Yes ☒ NoDebt Management Monitor: \* ☐ Yes ☒ No

User ID: ~1013512

[Reset User ID](#)[Save Changes](#)[Cancel](#)



DTA Tools:

People

[Search People](#)[Create Person](#)[Receive Person](#)[View Person Lists](#)

## Update Person (User Only)

\* Data Required

## Common Data

SSN: XXXXX2123

First Name: \* Mary

Middle Initial: G

Last Name: \* Farrell

Organization Name: \* DM2MD8RG

Email:

## User Specific Data

Organization Access: \* No Org Access

Group Access:

None

--Organization Owner Name

--Group Name

Non-editable Permission Level(s):

Editable Permission Level(s): \* ☒ 0 ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6

Approval Override: \* No

Manually Entered Transaction: \* ☐ Yes ☒ NoNon-DTS Entry Agent (T-Entered): \* ☐ Yes ☒ NoDebt Management Monitor: \* ☐ Yes ☒ No

User ID: ~1013512

[Reset User ID](#)[Save Changes](#)[Cancel](#)



DTA Maintenance Tool - Windows Internet Explorer

https://dtscdcwebgov.defensetravel.osd.mil/dtamaint/user/userUpdateType.do

FileEditViewFavoritesToolsHelp

DTA Maintenance

Permission: 0, 1, 2, 3, 4, 5, 6  
Run Date: January 15, 2008 - 17:00 EST

DTA Tools:

People

[Search People](#) | [Create Person](#) | [Receive Person](#) | [View Person Lists](#)

Update Person (User Only)

\* Data Required

Common Data

SSN: XXXXX2123

First Name: \* Mary

Middle Initial: G

Last Name: \* Farrell

Organization Name: \* DM2MD8RG

Email:

User Specific Data

Organization Access: \* No Org Access

Group Access: 

None

Organization Owner Name

Group Name

Non-editable Permission Level(s):

Editable Permission Level(s): \* ☒ 0 ☒ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6

Approval Override: \* No

Manually Entered Transaction: \* ☐ Yes ☒ No

Non-DTS Entry Agent (T-Entered): \* ☐ Yes ☒ No

Debt Management Monitor: \* ☐ Yes ☒ No

User ID: ~1013512 [Reset User ID](#)

Save Changes

Cancel

Done

Internet100%



DTA Tools:

People

[Search People](#)[Create Person](#)[Receive Person](#)[View Person Lists](#)

## Update Person (User Only)

\* Data Required

## Common Data

SSN: XXXXX2123

First Name: \* Mary

Middle Initial: G

Last Name: \* Farrell

Organization Name: \* DM2MD8RG

Email:

## User Specific Data

Organization Access: \* No Org Access

Group Access:

None

--Organization Owner Name

--Group Name

Non-editable Permission Level(s):

Editable Permission Level(s): \* ☒ 0 ☒ 1 ☒ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6

Approval Override: \* No

Manually Entered Transaction: \* ☐ Yes ☒ NoNon-DTS Entry Agent (T-Entered): \* ☐ Yes ☒ NoDebt Management Monitor: \* ☐ Yes ☒ No

User ID: ~1013512

[Reset User ID](#)[Save Changes](#)[Cancel](#)





## Defense Travel System

A New Era of Government Travel

User Name: **Carol Green**  
Organization Access: DM2MD  
Group Access: DM2MD - 2MDGP  
Permission: 0, 1, 2, 3, 4, 5, 6  
Run Date: January 15, 2008 - 17:04 EST

Screen ID: 7601.1

[DTA Home](#) | [Help for this Screen](#) | [Logout](#)**DTA Maintenance**

DTA Tools:

People

[Search People](#) | [Create Person](#) | [Receive Person](#) | [View Person Lists](#)

### People (Search Results)

Organization Name: **DM2MD8RG**

SSN:

Permission Level:

Include Sub-Organizations: **Yes**

Last Name:

Person Type: **All**

Organization Access:

First Name:

<a href="#">Update</a> <a href="#">Detach</a> <a href="#">Delete</a> <a href="#">View Group(s)</a> <a href="#">View Dependents</a>	Name:	Farrell, Mary G	SSN: XXXXX2123	Organization: DM2MD8RG
			Permission: 0, 1, 2	Organization Access: No Org Access
			Rank:	Group Access: None
<a href="#">Update</a> <a href="#">Detach</a> <a href="#">Delete</a> <a href="#">View Group(s)</a> <a href="#">View Dependents</a>	Name:	Wallace, Ken T	SSN: XXXXX9123	Organization: DM2MD8RG
			Permission: 0	Organization Access: No Org Access
			Rank:	Group Access: None
<a href="#">Update</a> <a href="#">Detach</a> <a href="#">Delete</a> <a href="#">View Group(s)</a> <a href="#">View Dependents</a>	Name:	Beam, Joe	SSN: XXXXX3123	Organization: DM2MD8RG1BN
			Permission: 0	Organization Access: No Org Access
			Rank:	Group Access: None
<a href="#">Update</a> <a href="#">Detach</a> <a href="#">Delete</a> <a href="#">View Group(s)</a> <a href="#">View Dependents</a>	Name:		SSN: XXXXX8123	Organization: DM2MD8RG3BN



<a href="#">Detach</a> <a href="#">Delete</a> <a href="#">View Group(s)</a> <a href="#">View Dependents</a>	Name: Bertrand, Charles A	Permission: 0, 1, 2	Organization: No Org Access
		Rank:	Group Access: None
<a href="#">Update</a> <a href="#">Detach</a> <a href="#">Delete</a> <a href="#">View Group(s)</a> <a href="#">View Dependents</a>	Name: Brown, Eric T	SSN: XXXXX1123	Organization: DM2MD8RG3BN
		Permission: 0	Organization: No Org Access
		Rank: GS-09	Group Access: None
<a href="#">Update</a> <a href="#">Detach</a> <a href="#">Delete</a> <a href="#">View Group(s)</a> <a href="#">View Dependents</a>	Name: Jack, Johnson	SSN: XXXXX7123	Organization: DM2MD8RG3BN
		Permission: 0	Organization: No Org Access
		Rank:	Group Access: None
<a href="#">Update</a> <a href="#">Detach</a> <a href="#">Delete</a> <a href="#">View Group(s)</a> <a href="#">View Dependents</a>	Name: Malone, Sam	SSN: XXXXX6123	Organization: DM2MD8RG3BN
		Permission: 0	Organization: No Org Access
		Rank:	Group Access: None
<a href="#">Update</a> <a href="#">Detach</a> <a href="#">Delete</a> <a href="#">View Group(s)</a> <a href="#">View Dependents</a>	Name: Maple, Jenna P	SSN: XXXXX1321	Organization: DM2MD8RG3BN
		Permission: 0	Organization: No Org Access
		Rank: GS-02	Group Access: None





## Defense Travel System

A New Era of Government Travel

User Name: **Carol Green**  
Organization Access: DM2MD  
Group Access: DM2MD - 2MDGP  
Permission: 0, 1, 2, 3, 4, 5, 6  
Run Date: January 15, 2008 - 15:04 EST

Screen ID: 7605.1

[DTA Home](#) | [Help for this Screen](#) | [Logout](#)**DTA Maintenance**

DTA Tools:

People

[Search People](#) | [Create Person](#) | [Receive Person](#) | [View Person Lists](#)

### Detach Person

Name: Jack, Johnson  
SSN: 234597123  
Rank:  
Permission Level: 0  
Organization Name: DM2MD8RG3BN  
Organization Access: No Org Access  
Group Access: None

[Detach Person](#)[Cancel](#)





## Defense Travel System

A New Era of Government Travel

User Name: **Carol Green**  
Organization Access: DM2MD  
Group Access: DM2MD - 2MDGP  
Permission: 0, 1, 2, 3, 4, 5, 6  
Run Date: January 15, 2008 - 17:04 EST

Screen ID: 7601.1

[DTA Home](#) | [Help for this Screen](#) | [Logout](#)**DTA Maintenance**

DTA Tools:

People

[Search People](#) | [Create Person](#) | [Receive Person](#) | [View Person Lists](#)

### People (Search Results)

Organization Name: **DM2MD8RG**

SSN:

Permission Level:

Include Sub-Organizations: **Yes**

Last Name:

Person Type: **All**

Organization Access:

First Name:

<a href="#">Update</a> <a href="#">Detach</a> <a href="#">Delete</a> <a href="#">View Group(s)</a> <a href="#">View Dependents</a>	Name:	Farrell, Mary G	SSN: XXXXX2123	Organization: DM2MD8RG
			Permission: 0, 1, 2	Organization Access: No Org Access
			Rank:	Group Access: None
<a href="#">Update</a> <a href="#">Detach</a> <a href="#">Delete</a> <a href="#">View Group(s)</a> <a href="#">View Dependents</a>	Name:	Wallace, Ken T	SSN: XXXXX9123	Organization: DM2MD8RG
			Permission: 0	Organization Access: No Org Access
			Rank:	Group Access: None
<a href="#">Update</a> <a href="#">Detach</a> <a href="#">Delete</a> <a href="#">View Group(s)</a> <a href="#">View Dependents</a>	Name:	Beam, Joe	SSN: XXXXX3123	Organization: DM2MD8RG1BN
			Permission: 0	Organization Access: No Org Access
			Rank:	Group Access: None
<a href="#">Update</a> <a href="#">Detach</a> <a href="#">Delete</a> <a href="#">View Group(s)</a> <a href="#">View Dependents</a>	Name:		SSN: XXXXX8123	Organization: DM2MD8RG3BN



<div>Update</div> <div>Detach</div> <div>Delete</div> <div>View Group(s)</div> <div>View Dependents</div>	Name:	Farrell, Mary G	SSN: XXXXX123	Organization: DM2MD8RG3BN
			Permission: 0	Organization Access: No Org Access
			Rank: GS-09	Group Access: None
<div>Update</div> <div>Detach</div> <div>Delete</div> <div>View Group(s)</div> <div>View Dependents</div>	Name:	Bertrand, Charles A	SSN: XXXXX8123	Organization: DM2MD8RG3BN
			Permission: 0, 1, 2	Organization Access: No Org Access
			Rank:	Group Access: None
<div>Update</div> <div>Detach</div> <div>Delete</div> <div>View Group(s)</div> <div>View Dependents</div>	Name:	Brown, Eric T	SSN: XXXXX1123	Organization: DM2MD8RG3BN
			Permission: 0	Organization Access: No Org Access
			Rank: GS-09	Group Access: None
<div>Update</div> <div>Detach</div> <div>Delete</div> <div>View Group(s)</div> <div>View Dependents</div>	Name:	Malone, Sam	SSN: XXXXX6123	Organization: DM2MD8RG3BN
			Permission: 0	Organization Access: No Org Access
			Rank:	Group Access: None
<div>Update</div> <div>Detach</div> <div>Delete</div> <div>View Group(s)</div> <div>View Dependents</div>	Name:	Maple, Jenna P	SSN: XXXXX1321	Organization: DM2MD8RG3BN
			Permission: 0	Organization Access: No Org Access
			Rank: GS-02	Group Access: None





User Name: **Carol Green**  
Organization Access: DM2MD  
Group Access: DM2MD - 2MDGP  
Permission: 0, 1, 2, 3, 4, 5, 6  
Run Date: January 15, 2008 - 16:45 EST

Screen ID: 7605.2

[DTA Home](#) | [Help for this Screen](#) | [Logout](#)**DTA Maintenance**

DTA Tools:

People

[Search People](#) | [Create Person](#) | [Receive Person](#) | [View Person Lists](#)

## Delete Person

Please note that this users dependants will also be deleted.

Name: Malone, Sam  
SSN: 234566123  
Rank:  
Permission Level: 0  
Organization Name: DM2MD8RG3BN  
Organization Access: No Org Access  
Group Access: None

[Delete Person](#)[Cancel](#)





## Defense Travel System

A New Era of Government Travel

User Name: **Carol Green**  
Organization Access: DM2MD  
Group Access: DM2MD - 2MDGP  
Permission: 0, 1, 2, 3, 4, 5, 6  
Run Date: January 15, 2008 - 17:04 EST

Screen ID: 7601.1

[DTA Home](#) | [Help for this Screen](#) | [Logout](#)**DTA Maintenance**

DTA Tools:

People

[Search People](#) | [Create Person](#) | [Receive Person](#) | [View Person Lists](#)

### People (Search Results)

Organization Name: **DM2MD8RG**

SSN:

Permission Level:

Include Sub-Organizations: **Yes**

Last Name:

Person Type: **All**

Organization Access:

First Name:

<a href="#">Update</a> <a href="#">Detach</a> <a href="#">Delete</a> <a href="#">View Group(s)</a> <a href="#">View Dependents</a>	Name:	Farrell, Mary G	SSN: XXXXX2123	Organization: DM2MD8RG
			Permission: 0, 1, 2	Organization Access: No Org Access
			Rank:	Group Access: None
<a href="#">Update</a> <a href="#">Detach</a> <a href="#">Delete</a> <a href="#">View Group(s)</a> <a href="#">View Dependents</a>	Name:	Wallace, Ken T	SSN: XXXXX9123	Organization: DM2MD8RG
			Permission: 0	Organization Access: No Org Access
			Rank:	Group Access: None
<a href="#">Update</a> <a href="#">Detach</a> <a href="#">Delete</a> <a href="#">View Group(s)</a> <a href="#">View Dependents</a>	Name:	Beam, Joe	SSN: XXXXX3123	Organization: DM2MD8RG1BN
			Permission: 0	Organization Access: No Org Access
			Rank:	Group Access: None
<a href="#">Update</a> <a href="#">Detach</a> <a href="#">Delete</a> <a href="#">View Group(s)</a> <a href="#">View Dependents</a>	Name:		SSN: XXXXX8123	Organization: DM2MD8RG3BN





User Name: **Carol Green**  
Organization Access: DM2MD  
Group Access: DM2MD - 2MDGP  
Permission: 0, 1, 2, 3, 4, 5, 6  
Run Date: January 15, 2008 - 17:06 EST

Screen ID: 7606.1

[DTA Home](#) | [Help for this Screen](#) | [Logout](#)**DTA Maintenance**

DTA Tools:

People

[Search People](#) | [Create Person](#) | [Receive Person](#) | [View Person Lists](#)**Search Person to Receive**

\* Required

SSN: \*

Receiving Organization Name: \*

DM2MD







## Defense Travel System

A New Era of Government Travel

User Name: **Carol Green**  
Organization Access: DM2MD  
Group Access: DM2MD - 2MDGP  
Permission: 0, 1, 2, 3, 4, 5, 6  
Run Date: January 15, 2008 - 17:19 EST

Screen ID: 7606.1

[DTA Home](#) | [Help for this Screen](#) | [Logout](#)**DTA Maintenance**

DTA Tools:

People

[Search People](#) | [Create Person](#) | [Receive Person](#) | [View Person Lists](#)

### Search Person to Receive

\* Required

SSN: \* 541973703

Receiving Organization Name: \* DM2MD







## Defense Travel System

A New Era of Government Travel

User Name: **Carol Green**  
Organization Access: DM2MD  
Group Access: DM2MD - 2MDGP  
Permission: 0, 1, 2, 3, 4, 5, 6  
Run Date: January 15, 2008 - 17:19 EST

Screen ID: 7606.1

[DTA Home](#) | [Help for this Screen](#) | [Logout](#)**DTA Maintenance**

DTA Tools:

People

[Search People](#) | [Create Person](#) | [Receive Person](#) | [View Person Lists](#)

### Search Person to Receive

\* Required

SSN: \* 541973703

Receiving Organization Name: \*

DM2MD

DM2MD

DM2MD2RG

DM2MD6RG

DM2MD8RG

DM2MD8RG1BN

DM2MD8RG2BN

DM2MD8RG3BN

DM2MD9RG

DM2MD9RG1BN

DM2MD9RG2BN

Search





## Defense Travel System

A New Era of Government Travel

User Name: **Carol Green**  
Organization Access: DM2MD  
Group Access: DM2MD - 2MDGP  
Permission: 0, 1, 2, 3, 4, 5, 6  
Run Date: January 15, 2008 - 17:19 EST

Screen ID: 7606.1

[DTA Home](#) | [Help for this Screen](#) | [Logout](#)**DTA Maintenance**

DTA Tools:

People

[Search People](#) | [Create Person](#) | [Receive Person](#) | [View Person Lists](#)

### Search Person to Receive

\* Required

SSN: \* 541973703

Receiving Organization Name: \* DM2MD8RG







## Defense Travel System

A New Era of Government Travel

User Name: **Carol Green**  
Organization Access: DM2MD  
Group Access: DM2MD - 2MDGP  
Permission: 0, 1, 2, 3, 4, 5, 6  
Run Date: January 15, 2008 - 17:20 EST

Screen ID: 7607.1

[DTA Home](#) | [Help for this Screen](#) | [Logout](#)**DTA Maintenance**

DTA Tools:

People

[Search People](#) | [Create Person](#) | [Receive Person](#) | [View Person Lists](#)

### Receive Person

SSN: 541973703  
Name: Jones, Michael  
Title / Rank: GS-09  
Organization Name: DM2MD8RG  
Service / Agency by which the traveler is employed: United States Marine Corps  
Routing List Name: MSRL  
DTA ID: 8

[Receive Person](#)[Cancel](#)





## Defense Travel System

A New Era of Government Travel

User Name: **Carol Green**  
Organization Access: DM2MD  
Group Access: DM2MD - 2MDGP  
Permission: 0, 1, 2, 3, 4, 5, 6  
Run Date: January 15, 2008 - 17:20 EST

Screen ID: 7601.1

[DTA Home](#) | [Help for this Screen](#) | [Logout](#)**DTA Maintenance**

DTA Tools:

People

[Search People](#) | [Create Person](#) | [Receive Person](#) | [View Person Lists](#)

### People (Search Results)

Organization Name:

SSN: XXXXX3703

Permission Level:

Include Sub-Organizations: No

Last Name:

Person Type: All

Organization Access:

First Name:

<div>Update</div> <div>Detach</div> <div>Delete</div> <div>View Group(s)</div> <div>View Dependents</div>	Name: Jones, Michael	SSN: XXXXX3703	Organization: DM2MD8RG
		Permission: 0	Organization Access: No Org Access
		Rank: GS-09	Group Access: None

1 - 1 of 1





## Defense Travel System

A New Era of Government Travel

User Name: **Carol Green**  
Organization Access: DM2MD  
Group Access: DM2MD - 2MDGP  
Permission: 0, 1, 2, 3, 4, 5, 6  
Run Date: January 15, 2008 - 17:22 EST

Screen ID: 7602.2

[DTA Home](#) | [Help for this Screen](#) | [Logout](#)**DTA Maintenance**

DTA Tools:

People

[Search People](#) | [Create Person](#) | [Receive Person](#) | [View Person Lists](#)

### Update Person

\* Data Required

SSN: XXXX3703

Is this person going to travel?: \* ☐ Yes ☒ No[Continue](#)[Cancel](#)





User Name: **Carol Green**  
Organization Access: DM2MD  
Group Access: DM2MD - 2MDGP  
Permission: 0, 1, 2, 3, 4, 5, 6  
Run Date: January 15, 2008 - 17:22 EST

Screen ID: 7603.2

[DTA Home](#) | [Help for this Screen](#) | [Logout](#)**DTA Maintenance**

DTA Tools:

People

[Search People](#) | [Create Person](#) | [Receive Person](#) | [View Person Lists](#)**Update Person** (User Only)

\* Data Required

**Common Data**

SSN: XXXXX3703

First Name: \* Michael

Middle Initial:

Last Name: \* Jones

Organization Name: \* DM2MD8RG

Email: michael.jones@usmc.mil

**User Specific Data**

Organization Access: \* No Org Access

Group Access:

None

--Organization Owner Name

--Group Name

Non-editable Permission Level(s):

Editable Permission Level(s): \* ☒ 0 ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6

Approval Override: \* No

Manually Entered Transaction: \* ☐ Yes ☒ NoNon-DTS Entry Agent (T-Entered): \* ☐ Yes ☒ NoDebt Management Monitor: \* ☐ Yes ☒ No

User ID: ~1015868

[Reset User ID](#)



DTA Tools:

People

[Search People](#)[Create Person](#)[Receive Person](#)[View Person Lists](#)

## Update Person (User Only)

\* Data Required

## Common Data

SSN: XXXXX3703

First Name: \* Michael

Middle Initial:

Last Name: \* Jones

Organization Name: \* DM2MD8RG

Email: michael.jones@usmc.mil

## User Specific Data

Organization Access: \* No Org Access

Group Access:

None

--Organization Owner Name

--Group Name

Non-editable Permission Level(s):

Editable Permission Level(s): \* ☒ 0 ☒ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6

Approval Override: \* No

Manually Entered Transaction: \* ☐ Yes ☒ NoNon-DTS Entry Agent (T-Entered): \* ☐ Yes ☒ NoDebt Management Monitor: \* ☐ Yes ☒ No

User ID: ~1015868

[Reset User ID](#)[Save Changes](#)[Cancel](#)



DTA Tools:

People

[Search People](#) | [Create Person](#) | [Receive Person](#) | [View Person Lists](#)

## Update Person (User Only)

\* Data Required

## Common Data

SSN: XXXXX3703

First Name: \* Michael

Middle Initial:

Last Name: \* Jones

Organization Name: \* DM2MD8RG

Email: michael.jones@usmc.mil

## User Specific Data

Organization Access: \* No Org Access

Group Access:

None

--Organization Owner Name

--Group Name

Non-editable Permission Level(s):

Editable Permission Level(s): \* ☒ 0 ☒ 1 ☒ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6

Approval Override: \* No

Manually Entered Transaction: \* ☐ Yes ☒ NoNon-DTS Entry Agent (T-Entered): \* ☐ Yes ☒ NoDebt Management Monitor: \* ☐ Yes ☒ No

User ID: ~1015868

[Reset User ID](#)[Save Changes](#)[Cancel](#)





## Defense Travel System

A New Era of Government Travel

User Name: **Carol Green**  
Organization Access: DM2MD  
Group Access: DM2MD - 2MDGP  
Permission: 0, 1, 2, 3, 4, 5, 6  
Run Date: January 15, 2008 - 17:23 EST

Screen ID: 7601.1

[DTA Home](#) | [Help for this Screen](#) | [Logout](#)**DTA Maintenance**

DTA Tools:

People

[Search People](#) | [Create Person](#) | [Receive Person](#) | [View Person Lists](#)

### People (Search Results)

Organization Name:

SSN: XXXXX3703

Permission Level:

Include Sub-Organizations: No

Last Name:

Person Type: All

Organization Access:

First Name:

<div>Update</div> <div>Detach</div> <div>Delete</div> <div>View Group(s)</div> <div>View Dependents</div>	Name: Jones, Michael	SSN: XXXXX3703	Organization: DM2MD8RG
		Permission: 0, 1, 2	Organization Access: No Org Access
		Rank:	Group Access: None

1 - 1 of 1





## Defense Travel System

A New Era of Government Travel

User Name: **Carol Green**  
Organization Access: DM2MD  
Group Access: DM2MD - 2MDGP  
Permission: 0, 1, 2, 3, 4, 5, 6  
Run Date: January 18, 2008 - 11:08 EST

Screen ID: 1456.1

[DTA Home](#) | [Help for this Screen](#) | [Logout](#)**DTA Maintenance**

DTA Tools:

People

[Search People](#) | [Create Person](#) | [Receive Person](#) | [View Person Lists](#)

### View Person Lists

Select Report: Basic Traveler Info List



Select Organization: DM2MD



--Include Sub-Organizations

Show Full SSN: ☐[Run Report](#)





User Name: **Carol Green**  
Organization Access: DM2MD  
Group Access: DM2MD - 2MDGP  
Permission: 0, 1, 2, 3, 4, 5, 6  
Run Date: January 18, 2008 - 11:08 EST

Screen ID: 1456.1

[DTA Home](#) | [Help for this Screen](#) | [Logout](#)**DTA Maintenance**

DTA Tools:

People

[Search People](#) | [Create Person](#) | [Receive Person](#) | [View Person Lists](#)**View Person Lists**

Select Report:

Basic Traveler Info List

Select Organization:

Basic Traveler Info List

Show Full SSN:

Complete Traveler Info List

Accounts Info List

Special Features Info List

Groups Info List

☐ --Include Sub-Organizations





## Defense Travel System

A New Era of Government Travel

User Name: **Carol Green**  
Organization Access: DM2MD  
Group Access: DM2MD - 2MDGP  
Permission: 0, 1, 2, 3, 4, 5, 6  
Run Date: January 18, 2008 - 11:08 EST

Screen ID: 1456.1

[DTA Home](#) | [Help for this Screen](#) | [Logout](#)**DTA Maintenance**

DTA Tools:

People

[Search People](#) | [Create Person](#) | [Receive Person](#) | [View Person Lists](#)

### View Person Lists

Select Report: Basic Traveler Info List

Select Organization: DM2MD



--Include Sub-Organizations

Show Full SSN: ☐[Run Report](#)





User Name: **Carol Green**  
Organization Access: DM2MD  
Group Access: DM2MD - 2MDGP  
Permission: 0, 1, 2, 3, 4, 5, 6  
Run Date: January 18, 2008 - 11:08 EST

Screen ID: 1456.1

[DTA Home](#) | [Help for this Screen](#) | [Logout](#)**DTA Maintenance**

DTA Tools:

People

[Search People](#) | [Create Person](#) | [Receive Person](#) | [View Person Lists](#)**View Person Lists**

Select Report: Basic Traveler Info List

Select Organization: DM2MD



--Include Sub-Organizations

Show Full SSN: ☐**Run Report**



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# Summary

- User vs. User Traveler
- Create Profile vs. Self Registration
- Search
- Update
- Detach
- Delete
- Receive
- View Person Lists





# CLASS CLOSING LOBBY

Lobby set-up:

- o Instructor audio turned off
- o Questions answered for 15 minutes
- o Lobby stays open 60 minutes

Please help us evaluate:

- o Complete 3 polls in the lobby
- o Fill out ICE card when it opens

Use the lobby resources:

- o Download class slides
- o Use links to DTMO website &





# **THANK YOU FOR ATTENDING DISTANCE LEARNING**

**For a three month schedule of  
DTMO distance learning classes**

**Go to the  
DTMO Website > Training Resources Center**